



AGENDA

Council Meeting

4:30 PM - Thursday, February 12, 2026
Municipal Office

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- 12.1. By-law 12 of 2026 - Confirming By-law

13. ADJOURNMENT



MINUTES

Council Meeting

4:30 PM - Thursday, January 22, 2026

Municipal Office

The Council of the Municipality of Brooke-Alvinston was called to order on Thursday, January 22, 2026, at 4:30 PM, in the Municipal Office, with the following members present:

Council Present: Mayor David Ferguson, Deputy Mayor Frank Nemcek, Councillor Don McCabe, Councillor Jenny Redick, and Councillor Craig Sanders

Staff Present: Treasurer Stephen Ikert, Public Works Superintendent Jamie Butler, Parks & Recreation Manager Greg Thornicroft, Fire Chief Steve Knight, and Administrative Assistant Darlene Paolucci

Regrets: Clerk-Administrator Janet Denkers

1 CALL TO ORDER

The Mayor called the meeting to order at 4:30 p.m.

2 DISCLOSURE OF PECUNIARY INTEREST

The Mayor requested that any pecuniary interests be declared when appropriate during the meeting.

3 MINUTES

a) Regular Council Meeting Minutes of January 8, 2026

RESOLUTION-2026-020

Councillor Jenny Redick made a motion that the meeting minutes of the January 8, 2026 meeting be approved as presented without error or omission. Councillor Craig Sanders seconded the motion.

Carried

4 BUSINESS ARISING FROM THE MINUTES

5 DELEGATIONS & TIMED EVENTS

6 CORRESPONDENCE

a) Municipal Correspondence

RESOLUTION-2026-021

Councillor Jenny Redick made a motion that the circulated correspondence be received and filed. Deputy Mayor Frank Nemcek seconded the motion.

Carried

b) City of Peterborough - Sustainable Funding for Police Services

RESOLUTION-2026-022

Councillor Jenny Redick made a motion that the Municipality of Brooke-Alvinston supports the request from the City of Peterborough to urge the Province of Ontario to review and reform its current police grant programs to ensure a more equitable distribution of funding to municipalities so that

communities with growing populations and expanding service demands receive fair and sustainable provincial support. Councillor Craig Sanders seconded the motion.

Carried

7 STAFF REPORTS

- a) **Clerk Administrator's Report:** Special Budget Meeting

RESOLUTION-2026-023

Deputy Mayor Frank Nemcek made a motion that a special meeting be scheduled for the 2026 budget discussions on Feb. 5, 2026 at 4:30 p.m.. Councillor Jenny Redick seconded the motion.

Carried

- b) **Clerk Administrator's Report:** Committee of Adjustment Vacancy

RESOLUTION-2026-024

Councillor Craig Sanders made a motion that Ken McGugan be appointed to the Committee of Adjustment effective February 1, 2026 and that staff administratively amend the appointment by-law to reflect this. Councillor Don McCabe seconded the motion.

Carried

- c) **Clerk Administrator's Report:** Seniors Advisory Committee Recruitment

RESOLUTION-2026-025

Deputy Mayor Frank Nemcek made a motion that the Municipality re-appoint Jeannette Douglas to serve on the Seniors Advisory Committee to represent Brooke-Alvinston. Councillor Jenny Redick seconded the motion.

Carried

- d) **Clerk Administrator's Report:** 2026 Rabies Clinic

RESOLUTION-2026-026

Councillor Craig Sanders made a motion that Brooke-Alvinston host a Rabies Clinic in the pavilion at the BAICCC on April 18, 2026 in the Pavilion. Deputy Mayor Frank Nemcek seconded the motion.

Carried

- e) **Clerk Administrator's Report:** Transfer Payment Agreement - Fire Protection Grant

RESOLUTION-2026-027

Councillor Don McCabe made a motion that Council authorize the Mayor and Clerk to sign the attached agreement under Authorizing By-law 7 of 2026. Councillor Craig Sanders seconded the motion.

Carried

- f) Gravel Application Recommendations

Councillor Sanders submitted two additional options for gravel application.

RESOLUTION-2026-028

Councillor Craig Sanders made a motion that the discussion on the application of gravel be tabled to allow the Public Works Superintendent to review and research the submitted options. Councillor Don McCabe seconded the motion.

Carried

- g) **Parks & Recreation Manager's Report:** Arena Floor Fundraising Campaign

RESOLUTION-2026-029

Councillor Jenny Redick made a motion that Council receive this report for information and that Council endorse the allocation of any surplus fundraising revenue from the Arena Floor Project in accordance with municipal priorities and established financial procedures. Deputy Mayor Frank Nemcek seconded the motion.

Carried

- h) **Clerk-Administrator's Report:** Commercial Street Sponsorships

RESOLUTION-2026-030

Councillor Jenny Redick made a motion that sponsorship of Christmas Street lights be advertised for a fee / year and that the names of sponsors be advertised on the municipal website and social media page; and that the fee for flower basket sponsorship be increased to \$110 / year . Councillor Craig Sanders seconded the motion.

Carried

- i) **Parks & Recreation Manager's Report:** Shower upgrades for #3 Dressing Room

Councillor Sanders requested this proposal be discussed at the budget deliberations.

RESOLUTION-2026-031

Councillor Jenny Redick made a motion that Council approve the proposed upgrade to Dressing Room # 3. Councillor Don McCabe seconded the motion.

Carried

- j) **Clerk Administrator's Report:** Canada Post Outlet

RESOLUTION-2026-032

Councillor Craig Sanders made a motion that the report on Canada Post be received and filed. Councillor Don McCabe seconded the motion.

Carried

- k) **Treasurer's Report:** Stormwater User Fee - Alvinston and Inwood Urban Areas

RESOLUTION-2026-033

Deputy Mayor Frank Nemcek made a motion that Council approve the introduction of a modest Stormwater User Fee applicable within the urban settlement areas of Alvinston and Inwood (Option 2 as presented), effective January 1, 2026. Councillor Don McCabe seconded the motion.

Carried

- l) **Fire Chief's Report:** Brooke Fire Rescue quarterly and annual response data report

Councillor Redick inquired about the protocol for repeated false alarms. Council requested that the Fire Chief provide a report back to Council of the associated costs for recovery.

RESOLUTION-2026-034

Councillor Jenny Redick made a motion to receive and file. Councillor Don McCabe seconded the motion.

Carried

8 BY-LAWS

- a) By-law 38 of 2025 - 12th Concession Drain - third & final reading

RESOLUTION-2026-035

Councillor Craig Sanders made a motion that By-law 38 of 2025 be read a third and final time and finally passed this 22nd day of January, 2026. Councillor Jenny Redick seconded the motion.

Carried

- b) By-law 7 of 2026 - Transfer Payment Agreement (Fire Grant)

RESOLUTION-2026-036

Councillor Jenny Redick made a motion that By-law 7 of 2026 be read a first, second and third time and finally passed this 22nd day of January, 2026. Deputy Mayor Frank Nemcek seconded the motion.

Carried

9 NEW BUSINESS

- a) The Acting Clerk-Treasurer received a request from the Alvinston Firemen's Association to provide a Council letter for their upcoming Fish Fry being held on February 6th, 2026

RESOLUTION-2026-037

Deputy Mayor Frank Nemcek made a motion that the Alvinston Firefighters Association's Fish Fry being held February 6th, 2026, is considered an event of municipal significance. The Municipality is aware and acknowledges that the Alvinston Firefighter's Association will be applying for a Special Occasion Permit (SOP) for the Brooke-Alvinston-Inwood Community Centre Complex at 3310 Walnut Street, Alvinston, ON. Councillor Don McCabe seconded the motion.

Carried

- b) The Mayor and Council congratulated Jamie Butler the Public Works Superintendent on his recent certification from AORS and obtaining the designation of a Certified Road Supervisor.
- c) Councillor Sanders inquired about the rules or by-laws of residential cameras in the municipality. It was suggested he contact the O.P.P for further information.
- d) The Parks and Recreation Supervisor informed Council of the many complaints he has received regarding the bottle filling station and the lack of hot water in the back area of the arena. He outlined the costs associated with the aging boiler system.
- e) The Public Works Superintendent requested direction on winter sidewalk maintenance in Inwood. He was directed to continue the sidewalk maintenance for the rest of the winter season and there would be discussion for the next season.
- f) The Public Works Superintendent reviewed with Council the winter operations and minimum maintenance standards. He reported receiving many calls for additional service on gravel roads. Council directed staff to maintain the winter operations as outlined.

10 CLOSED SESSION

11 RISE AND REPORT

12 BY-LAW CONFIRMING PROCEEDINGS

- a) By-law 8 of 2026 - Confirming By-law

RESOLUTION-2026-038

Deputy Mayor Frank Nemcek made a motion that By-law 8 of 2026 be read a first, second and third time and finally passed this 22nd day of January, 2026. Councillor Don McCabe seconded the motion.

Carried

13 ADJOURNMENT

The meeting was adjourned at 5:11 p.m.

Clerk-Administrator

Mayor



MINUTES

Council -Special Meeting

4:30 PM - Thursday, February 5, 2026

Municipal Office

The Council -Special of the Brooke-Alvinston was called to order on Thursday, February 5, 2026, at 4:30 PM, in the Municipal Office, with the following members present:

Council Present: Mayor David Ferguson, Deputy Mayor Frank Nemcek, Councillor Craig Sanders, Councillor Don McCabe, and Councillor Jenny Redick

Staff Present: Clerk Administrator Janet Denkers, Treasurer Stephen Ikert, Parks & Recreation Manager Greg Thornicroft, Public Works Superintendent Jamie Butler, and Fire Chief Steve Knight

Regrets:

1 CALL TO ORDER

The Mayor called the meeting to order at 4:30 p.m..

2 DISCLOSURE OF PECUNIARY INTEREST

The Mayor requested that any pecuniary interests be declared at the appropriate time.

3 STAFF REPORTS

- a) **Clerk Administrator's Report:** Transfer Payment Agreement - Pothole Prevention Program

RESOLUTION-2026-001

Deputy Mayor Frank Nemcek made a motion that Council authorize the Mayor and Clerk to sign the attached agreement under Authorizing By-law 9 of 2026. Councillor Craig Sanders seconded the motion.

Carried

- b) **Public Works Superintendent's Report:** Gravel Report - Reduction of Application Rates

RESOLUTION-2026-002

Councillor Jenny Redick made a motion that Council direct Staff to tender the 2026 gravel application rates to be status quo of 188 tonne/km on sideroads and 250 tonne/km on concession roads or Councillor Craig Sanders seconded the motion.

Carried

- c) **Treasurer's Report:** 2026 Draft Budget Presentation

Council considered the 2026 Draft General Operating & Capital Budgets and the Operating and Capital Water and Wastewater Budgets and made recommendations for the following changes and moves to reserves:

Brooke Fire Rescue:	Media Centre & Storage	\$ 6,000 remove
Brooke Fire Rescue:	Bumper Mounted Nozzle	\$12,000 remove
Public Works Dept.:	Sidewalks	\$20,000 reserves
Recreation & Culture:	Interior Doors	\$25,000 reserves
Recreation & Culture:	Tables & Chairs	\$20,000 reserves
Recreation & Culture:	Library flooring	\$18,000 remove

It was decided that \$60,000 be placed into reserves and the balance be used to reduce the tax rate.. The Treasurer was directed to amend the budget as outlined and present at the February 12, 2026 meeting,

4 NEW BUSINESS

- a) Councillor Nemcek requested a fundraising on the arena floor project. He was advised \$41,000 is physically secured with many considerations being considered from others.
- b) Minor Ball Rate Adjustment

RESOLUTION-2026-003

Councillor Jenny Redick made a motion that the 2026 minor ball rate be reduced to \$20/ child and the 2027 rate be \$30 / child Councillor Craig Sanders seconded the motion.

Carried

- c) The Public Works Superintendent advised that he would be sending gravel tenders out on Feb. 6th.
- d) The Parks and Recreation Manager advised that the Condenser needs replacing and will be done the following day at the quoted price of \$11,500.
- c) Minor Ball Registration Fee

5 CLOSED SESSION

- a) Section 239(b) Personal Matters about an identifiable individual(s) including employees

RESOLUTION-2026-004

Councillor Jenny Redick made a motion that Council move into a closed session under the authority of section 239(2)(b) of the Municipal Act, personal matters about an identifiable individual including municipal or local board employees Councillor Craig Sanders seconded the motion.

Carried

6 RISE AND REPORT

The Clerk Administrator provided a Rise and Report on the closed session meeting:

- Minutes of the December 11, 2025 closed session meeting were approved as presented without error or omission.
- The report on recent municipal purchasing was received and filed
- An update on current legal matters / lawsuits was provided
- That Jeff Thorne be appointed to the Cemetery Board
- That Kayla Kucera, Tim Lehrbass and Annette McKellar be appointed to the Alvinston Arena Floor Fund Committee
- That the contract of the Fundraising and Marketing Assistant be extended to December 2026

7 BY-LAW CONFIRMING PROCEEDINGS

- a) By-law 9 of 2026 -Transfer Payment Agreement - PPP

RESOLUTION-2026-005

Councillor Jenny Redick made a motion that By-law 9 of 2026 be read a first, second and third time and finally passed this 5th day of February, 2026 Deputy Mayor Frank Nemcek seconded the motion.

Carried

- b) By-law 10 of 2026 - Confirming By-law

RESOLUTION-2026-006

Councillor Craig Sanders made a motion that By-law 10 of 2026 be read a first, second and third time and finally passed this 5th day of February, 2026.
Deputy Mayor Frank Nemcek seconded the motion.

Carried

8 ADJOURNMENT

Council adjourned at 6:45 pm

Clerk-Administrator

Mayor



PUBLIC NOTICE

MINOR VARIANCE APPLICATION COMMITTEE OF ADJUSTMENT

APPLICATION NO. A-001/26

TAKE NOTICE that an application has been made by Taylor and Meagan Oke with respect to lands described as CON 9, PT LOT 16, RP 25R2105, PT 1, (municipally known as 7794 Rokeby Line) for a minor variance from Table "A" of the Brooke-Alvinston Zoning By-law 9 of 2013 which requires a minimum rear yard setback of 7 metres, whereas 1.5 metres is proposed, and an interior side yard setback of 3 metres, whereas 1.5 metres is proposed. The proposed variance is required for the construction and placement of a small, detached garage on an undersized rural residential lot (0.24 hectares) located within the Agricultural-1 (A1) Zone.

TAKE NOTICE that the Committee of Adjustment for the Municipality of Brooke-Alvinston has appointed Tuesday, February 10, 2026, at 9:30 a.m. for the purpose of a public hearing into this matter.

Signed, written submissions regarding the application will be accepted by the Secretary-Treasurer, at the address listed below, prior to the hearing. If you wish to submit written comments or make an oral presentation at the public hearing, please contact the Municipality of Brooke-Alvinston no later than 12:00 p.m. noon on Monday, February 9, 2026. The public hearing will be held in person at the Municipal Office, located at 3236 River Street in Alvinston, Ontario N0N 1A0.

If you wish to be notified of the decision of the Brooke-Alvinston Committee of Adjustment in respect of the proposed minor variances, you must make a written request to the Committee at the Municipal office address listed below.

The Province of Ontario has amended the *Planning Act* as of November 28, 2022, and now only the applicant, the Minister of Municipal Affairs and Housing, and specified persons and public bodies (as defined in the *Planning Act*) are permitted to appeal minor variance decisions of the Committee of Adjustment.

If you are aware of any people interested or affected by this application who have not received a copy of this notice, it would be appreciated if you would inform them.

Additional information regarding the application will be available to the public for inspection at the Municipality of Brooke-Alvinston office, 3236 River Street, P.O. Box 28, Alvinston, Ontario N0N 1A0, during general office hours (8:30am to 4:30pm, Monday to Friday, excluding statutory holidays).



Janet Denkers
Secretary-Treasurer,
Committee of Adjustment
Municipality of Brooke- Alvinston
Alvinston, ON N0N 1A0
3236 River Street, P.O. Box

Email:
jdickers@brookealvinston.com
Phone: 519-898-2173
Fax: 519-898-5653

Dated: January 29, 2026

3236 River St. P.O. Box 28
Alvinston, ON N0N 1A0

Phone: 519.898.2173
Fax: 519.898.5653



February 2, 2026

NOTICE OF COURT OF REVISION Tait-Swartz Drain

Please be advised that the Brooke-Alvinston Council has set aside
Thursday, February 26, 2026 at 4:30 p.m.
for the Court of Revision for the Tait-Swartz Drain

A copy of the Engineer's report was mailed to you on November 27th, 2025. A first and second reading of By-law 4 of 2026 was done on January 8, 2026, at the meeting to consider the report. A copy is available upon request.

The Court of Revision is set in order that any owner of land who has assessment complaints can appeal to the Court of Revision. Any appeal should be in writing to the undersigned, in advance of the Court of Revision.

Janet Denkers
Clerk Administrator

3236 River St. P.O. Box 28
Alvinston, ON N0N 1A0

Phone: 519.898.2173
Fax: 519.898.5653



February 2, 2026

NOTICE OF COURT OF REVISION Chanyi Drain

Please be advised that the Brooke-Alvinston Council has set aside
Thursday, February 26, 2026 at 4:30 p.m.
for the Court of Revision for the Chanyi Drain

A copy of the Engineer's report was mailed to you on December 5th, 2025. A first and second reading of By-law 5 of 2026 was done on January 8, 2026, at the meeting to consider the report. A copy is available upon request.

The Court of Revision is set in order that any owner of land who has assessment complaints can appeal to the Court of Revision. Any appeal should be in writing to the undersigned, in advance of the Court of Revision.

Janet Denkers
Clerk Administrator

3236 River St. P.O. Box 28
Alvinston, ON N0N 1A0

Phone: 519.898.2173
Fax: 519.898.5653



February 2, 2026

**NOTICE OF CONSIDERATION OF DRAINAGE WORKS
Davidson Drain North**

Dear Sir and/or Madam:

You are hereby notified that the Engineer appointed by the Council of the Municipality of Brooke-Alvinston under the *Drainage Act, 1990*, did, file at our office a report on the **Davidson Drain North**.

This report will be considered at the **Brooke-Alvinston Municipal Office** on:

Thursday, February 26, 2026 at 4:30 pm

Attached is a copy of the Engineer's Report for the proposed drainage work for your perusal prior to the meeting. Please bring your copy of the report to the meeting.

If you wish to object to the report, please submit your written objections to the undersigned prior to the meeting.

APPEALS AGAINST ASSESSMENT ARE NOT CONSIDERED AT THIS MEETING.

If the report is adopted, you will receive a copy of the provisionally adopted by-law indicating the assessments and notifying you of the date of the first sitting of the Court of Revision. You are hereby requested to take notice that the proposed work included in the report will be commenced after all appeals have been finally resolved.

Janet Denkers
Clerk Administrator

MUNICIPALITY OF BROOKE-ALVINSTON
DECEMBER

<u>PERMITS ISSUED</u>	<u>OWNER/CONTRACTOR</u>	<u>LOCATION</u>	<u>FEE</u>	<u>TYPE VALUE</u>
BP-25-038	Scott Cran, owner 4839 Hardy Creek Rd Watford, (erect tent for wedding event) Cont: SouthWest Event + Tent Rentals Nov 13, 2025 120-050-13700	4839 Hardy Creek Rd Con 14, E Pt Lot 24	154.00	Res/Tent 2,400
BP-25-040	Lorraine Thomson, owner 3211 River St, Alvinston (interior renovation to existing residential and commercial areas) Dec 19/2025 140-001-34801	3211 River St Plan 4, Lot 8, Lot 9 Pt Lot A, Plan 1 Pt Lot 1, Con 5	768.00	Res/Alt 100,000
BP-25-041	St. Clair Region Conservation Authority 205 Mill Pond Cres, Strathroy (demolition of the Campbell House at the A.W. Campbell Park) Cont: owner, Dec 19/2025 120-030-07800	8477 Shiloh Line Con 6, Lot 23	230.00	Inst/Dem 35,000

2025 BUILDING REPORT: MUNICIPALITY OF BROOKE-ALVINSTON

PERMITS ISSUED:	2025	2024
Residential Construction	10	2
Residential Alteration/Addition	4	6
Multi-Residential Construction/Alteration/Addition	3	1
Non-Residential (accessory bldgs)	4	1
Commercial Construction	0	0
Commercial Alteration/Addition	2	1
Agricultural Construction	10	6
Agricultural Alteration/Addition	2	3
Industrial Construction	0	0
Industrial Alteration/Addition	0	0
Institutional Construction/Alteration/Addition	0	1
Demolition	4	4
Swimming Pool	0	1
Solar	0	0
Other	3	3
TOTAL	42	29
AMOUNT PAID TO MUNICIPALITY BY BUILDING PERMIT FEES COLLECTED:	\$57,757.00	\$24,100.00
INVOICED AMOUNT FROM COUNTY TO MUNICIPALITY:	(Building Permits) \$49,355.83 (Property Standards) \$9,006.96 (Misc Property Standards) \$1,637.16	
VALUE OF CONSTRUCTION:	\$19,250,328	\$5,293.00



January 26th, 2026

The County of Middlesex Official Plan Amendment No. 4

NOTICE OF ADOPTION

Pursuant to Section 17 of the Planning Act.

Take notice that the Council of the Corporation of the County of Middlesex passed By-law No. 7390 to adopt Official Plan Amendment No. 4 on the 13th day of January, 2026 under Section 17 of the Planning Act, R.S.O. 1990. c.P.13, as amended.

Purpose and Effect

The purpose of the amendment is to update the County of Middlesex's Official Plan to ensure that the land use planning policies are current, reflect updated Provincial policy, and reflect changing community needs for the next 30 -years.

The County Official Plan is a land use planning document that includes a vision, goals, and land use policy directions for the County. The Plan provides a policy framework for topics such as Resource Management, Growth Management, and the provision of Physical Services by dealing with issues of Provincial and County interest. The Official Plan recognizes the planning powers and authorities vested in local municipalities and does not set out detailed local policies.

The amendment applies to the entire County of Middlesex.

Additional Information

The adopted Official Plan Amendment and all supporting information are available on the County's website www.middlesex.ca. To view any information or materials related to this project, please contact:

Abby Heddle-Jacobs (Planner II) aheddle@middlesex.ca
 Marcia Ivanic, Legislative Services Manager/Clerk mivanic@middlesex.ca

County of Middlesex
 399 Ridout Street, North
 London ON N6A 2P1
 Phone: 519.434.7321
 Fax: 519.434.0638

Approval Procedure

The adopted Official Plan Amendment has been sent to the Ministry of Municipal Affairs and Housing for approval. Supporting materials and copies of the written submissions received regarding the Official Plan Update and Amendment before its adoption have been sent to the Ministry.

Any person or public body will be entitled to receive notice of the decision of the approval authority if a written request to be notified of the decision (including the person's or public body's address, fax number or email address) is made to the Ministry of Municipal Affairs and Housing at the following address:

Ministry of Municipal Affairs and Housing
Municipal Services Office – Western Ontario
659 Exeter Road, 2nd Floor
London ON N6E 1L3
Contact: Dellarue Howard, Planner
E-mail: Dellarue.Howard@ontario.ca



St. Clair Region
Conservation
Authority

ANNUAL GENERAL MEETING

CONSERVATION AWARDS

Derrick Leclair
R&K Farms

Dominique Rumball
University of Toronto

Please RSVP

by **February 20th** to
afletcher@scrca.on.ca or
(519) 245-3710 Ext. 200

Please indicate any dietary restrictions



MEETING DETAILS:

FEBRUARY 26, 2026

10:00 AM - 12:00 PM
LUNCH TO FOLLOW

ROYAL CANADIAN LEGION - BRANCH 583
22 DURHAM STREET
NEWBURY, ONTARIO

SPECIAL PRESENTATION:

Dominique Rumball
PhD Candidate
University of Toronto

*“Collaboration in Conservation:
Fighting to preserve a
living fossil, the Spotted Gar”*





OFFICE OF THE CLERK

Phone: (807) 274-5323 | Fax: (807) 274-8479

Mailing Address: 320 Portage Avenue
Fort Frances, ON P9A 3P9

Email: town@fortfrances.ca

Website: www.FortFrances.ca

January 26, 2026

Re: Resolution # 2025 - Call on Province of Ontario to Establish an Ontario Airport Capital Assistance Program (OACAP)

On January 12, 2026, Council of the Town of Fort Frances passed the following into resolution:

Whereas the Fort Frances Municipal Airport serves the Town of Fort Frances, the District of Rainy River, and the First Nation communities of the Southern Treaty #3 region; and

Whereas the Fort Frances Municipal Airport plays a vital role in supporting medevac flights, wildfire response operations, business travel, tourism, and the movement of essential goods for the entire region; and

Whereas the termination of scheduled passenger air service in May, 2024 resulted in the loss of eligibility to funding through the federal Airport Capital Assistance Program (ACAP); and

Whereas other provinces, including British Columbia, Saskatchewan, and Alberta, have recognized the importance of regional airports by establishing dedicated provincial funding programs, and Ontario currently does not; and

Whereas maintaining aging airport infrastructure has become increasingly difficult without predictable provincial support; and

Whereas regional airports serve broader provincial and regional interests, and municipalities cannot shoulder the financial burden alone.

Therefore, be it resolved that the Council of the Town of Fort Frances hereby calls upon the Province of Ontario to:

- 1. Establish an Ontario Airport Capital Assistance Program (OACAP) to provide dedicated annual funding for small and regional airports; and*
- 2. Ensure eligibility for a broad range of capital projects, including safety upgrades,*

equipment replacement, and runway maintenance; and

3. Engage municipalities in program design, ensuring local needs and realities are reflected in funding criteria; and

4. Recognize the essential role of airports in medevac and emergency services, especially in remote and northern communities.

Moved by Michael Behan, Seconded by Steven Maki, Carried.

For more information about this resolution, please contact the Office of the Clerk

Chelsea Greig, Municipal Clerk | cgreig@fortfrances.ca

Ally Lewis, Communications Coordinator & Deputy Clerk | alewis@fortfrances.ca



285 County Road 44, Box 130
 Kemptville, ON K0G 1J0
 T: 613) 258-9569
 clerk@northgrenville.on.ca

January 2, 2025

The Honourable Doug Ford
 Premier of Ontario

The Honourable Prabmeet Sarkaria
 Minister of Transportation
 Province of Ontario

RE: Support for Enhanced School Bus Safety and the Implementation of Stop-Arm Camera Systems

Dear Premier Ford and Minister Sarkaria,

On behalf of the Grenville 1 O.P.P. Detachment Board, we are writing to express our strong support for enhanced school bus safety measures across Ontario, including the implementation of school bus stop-arm camera systems and other child-safety technologies.

Illegal passing of stopped school buses remains a persistent and dangerous problem in Ontario, occurring an estimated 30,000 times per day. These violations place children at serious risk and continue to result in preventable injuries and fatalities. Municipalities require additional tools to address this issue effectively and consistently.

The Grenville 1 O.P.P. Detachment Board supports provincial investment in and expansion of school bus stop-arm camera systems under Part XIV.3 (School Bus Camera Systems) of the Highway Traffic Act. These systems have proven effective in deterring dangerous driving behaviour, improving compliance, and enhancing accountability. Provincial funding and support would enable municipalities to implement these technologies equitably and at scale.

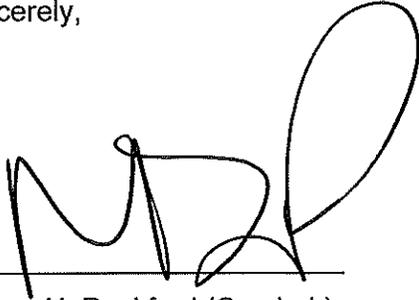
Grenville 1 O.P.P. Detachment Board also proudly supports the Let's Remember Adam – Stop for the School Bus campaign, launched in memory of Adam Ranger, a five-year-old child who tragically lost his life when a driver failed to stop for a school bus displaying its flashing lights and stop arm. Adam's story underscores the urgent need for stronger enforcement, public education, and modern safety solutions to protect children travelling to and from school.

We respectfully call on the Province of Ontario to continue advancing this life-saving work by providing municipalities with the funding mechanisms, legislative support, and implementation guidance necessary to deploy stop-arm cameras and complementary safety technologies province-wide.

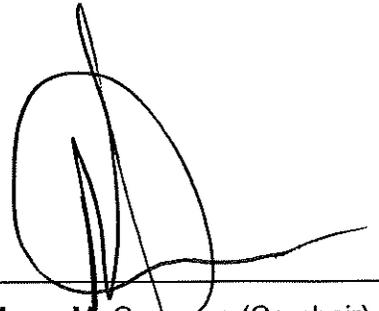
Protecting children is a shared responsibility. With provincial leadership and municipal partnership, we can take meaningful action to prevent further tragedies and ensure Ontario's roads are safer for students and families.

Thank you for your consideration and continued commitment to road safety.

Sincerely,



Mayor N. Peckford (Co-chair)
Municipality of North Grenville



Mayor M. Cameron (Co-chair)
Village of Merrickville-Wolford

cc:
The Honourable Steve Clark, Government House Leader
Association of Municipalities of Ontario (AMO)
Ontario Municipalities

Enclosed: Co-signing Template

[Municipality Name]
[Municipal Address]

[Date]

The Honourable Doug Ford
 Premier of Ontario

The Honourable Prabmeet Sarkaria
 Minister of Transportation
 Province of Ontario

Re: Municipal Support for School Bus Safety and Stop-Arm Camera Systems

Dear Premier Ford and Minister Sarkaria,

On behalf of the **[Council / Municipality / Township / City] of [Municipality Name]**, I am writing to express our strong support for enhanced school bus safety measures across Ontario, including the implementation of school bus stop-arm camera systems and other child-safety technologies.

Illegal passing of stopped school buses remains a serious and widespread issue throughout the province, occurring an estimated 30,000 times per day. These violations place children at unacceptable risk and continue to result in preventable injuries and fatalities. Municipalities require effective, modern enforcement tools to address this dangerous behaviour.

[Municipality Name] supports provincial investment in and expansion of school bus stop-arm camera systems under Part XIV.3 (School Bus Camera Systems) of the *Highway Traffic Act*. These systems have demonstrated success in deterring illegal passing, improving driver compliance, and strengthening accountability. Provincial funding and implementation support would help ensure municipalities of all sizes can deploy this technology equitably.

We also support the Let's Remember Adam – Stop for the School Bus campaign, launched in memory of Adam Ranger, a five-year-old child who tragically lost his life when a driver failed to stop for a school bus displaying its flashing lights and stop arm. This tragedy highlights the urgent need for continued public education, enforcement, and the use of technology to better protect children travelling to and from school.

We respectfully call on the Province of Ontario to provide municipalities with the necessary funding tools, legislative support, and implementation guidance to advance school bus stop-arm camera systems and complementary child-safety initiatives across Ontario.

Protecting children on our roads is a shared responsibility. Through strong provincial leadership and municipal partnership, meaningful progress can be made to prevent further tragedies and enhance road safety for families across Ontario.

Thank you for your attention to this important matter.

Sincerely,

[Name]

[Title – Mayor / Reeve / Warden]

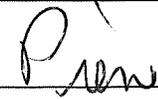
[Municipality Name]

cc:

The Honourable Steve Clark, Government House Leader
Association of Municipalities of Ontario (AMO)
Ontario Municipalities



Agenda Number: 14.c.
Resolution Number 2026-RCM-029
Title: Closure of Sudbury's LifeLabs Laboratory
Date: February 2, 2026

Moved by: 
Seconded by: 

WHEREAS LifeLabs has announced the planned closure of its laboratory processing facility in Greater Sudbury, with services being transferred to facilities in Southern Ontario; and

WHEREAS the Sudbury LifeLabs laboratory currently provides essential diagnostic testing services to residents of Markstay-Warren and communities throughout Northern Ontario; and

WHEREAS the closure raises serious concerns regarding increased turnaround times for critical medical testing, potential service disruptions, and risks to patient care due to transportation delays, particularly during winter months and adverse weather conditions; and

WHEREAS timely access to laboratory diagnostics is a critical component of an effective healthcare system and is essential to the health and well-being of rural, senior, and vulnerable populations;

NOW THEREFORE BE IT RESOLVED that the Council of the Municipality of Markstay-Warren hereby expresses its opposition to the closure of the LifeLabs laboratory in Greater Sudbury;

AND FURTHER BE IT RESOLVED that Council formally requests the Province of Ontario, the Ministry of Health, and LifeLabs to reconsider this decision and to maintain local laboratory processing capacity in Sudbury to ensure reliable and timely diagnostic services for Northern Ontario residents;

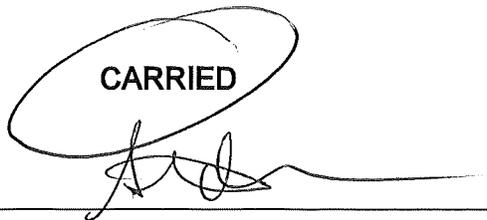
AND FURTHER BE IT RESOLVED that the attached draft communication and a copy of this resolution be forwarded to:

- The Honourable Doug Ford, Premier of Ontario
- The Honourable Sylvia Jones, Minister of Health
- MPP France Gélinas, Nickel Belt
- MPP John Vanthof, Timiskaming–Cochrane
- Association of Municipalities of Ontario (AMO)
- Northern Ontario Municipal Association (NOMA)
- LifeLabs Ontario

CARRIED

DEFERRED

DEFEATED



Mayor



From the Office of the Clerk
 The Corporation of the County of Prince Edward
 T: 613.476.2148 x 1021 | F: 613.476.5727
clerks@pecounty.on.ca | www.thecounty.ca

February 6, 2026

Please be advised that during the regular Council meeting of January 29, 2026 the following resolution regarding support for Bill 21, Protect Our Food Act, 2025 was carried.

RESOLUTION NO. 2026-32

DATE: January 29, 2026

MOVED BY: Councillor Prinzen

SECONDED BY: Councillor MacNaughton

WHEREAS arable land is a critical finite resource; and

WHEREAS Ontario has lost 2.8 million acres of farmland in the last three decades; and

WHEREAS Ontario loses as much as 319 acres of farmland a day; and

WHEREAS Ontario's farmland provides food, fiber and fuel to all of Ontario and beyond;

NOW THEREFORE BE IT RESOLVED THAT the Council of the County of Prince Edward support Bill 21, Protect Our Food Act, 2025 and strongly urges the provincial government to support this and every measure to protect our farmland, to aggressively prevent further losses and to ensure the future of agriculture in Ontario for future generations; and

THAT a copy of this resolution be sent to the Premier of Ontario; the Minister of Agriculture, Food and Agribusiness, the Minister of the Environment, Conservation and Parks; Guelph MPP Mike Schreiner, Haldimand-Norfolk MPP Bobbi Ann Brady, Bay of Quinte MPP Tyler Allsopp, the Ontario Federation of Agriculture, the Association of Municipalities of Ontario, and all Municipalities in Ontario.

CARRIED

Yours truly,

Catalina Blumenberg, **CLERK**

cc: Mayor Steve Ferguson, Councillor Prinzen, Councillor Branderhorst

67th ANNUAL WATFORD-ALVINSTON ROAD RACE MAY 18, 2026

Greetings to all our wonderful Sponsors;

The organizing committee for the Watford-Alvinston Road Race is pleased to be preparing for the 67th annual running of this amazing family event.

With the help of community partners such as yourself or your business, it is our intention to provide an unparalleled racing experience set to the beautiful backdrop of rural Lambton County yet again this year. Please find the attached details for this year's sponsorship packages and the many incentives available to our partners.

With participant numbers now over 500 runners from all over southern Ontario, eastern Michigan and even further, the opportunity for exposure is tremendous. Our very popular and very active social media presence will also offer brand exposure to many non-running participants.

It is our hope that you will review the details on the following pages and consider one of the four available sponsorship packages that best suits your needs. Packages are available at different price points to best fit your business. Because of your continued support we are once again able to offer registration to the youth of our community at a lower rate than any other Race in South Western Ontario.

If you would like to discuss any of these packages further, or would like to discuss an individually tailored sponsorship opportunity, please email, text or call either Mark Hamel at 226-402-1287, markghamel@gmail.com or John Ruth at 519-331-3597, jcruth@brktel.on.ca with any questions. Etransfers can be sent to watford.alvinstonroadrace@gmail.com

All the best #run79
Mark Hamel
226-402-1287
John Ruth
519-331-3597

67th ANNUAL
WATFORD-ALVINSTON
ROAD RACE
MAY 18, 2026
Sponsorship Opportunities

Bronze - \$150

- recognition on signage at lines
- recognition through social media accounts
- announcement featuring sponsor name at event

Silver - \$300

- recognition on signage at Start/Finish lines
- recognition through social media accounts
- announcement featuring sponsor name at event
- logo on kilometre marker placed on race course
- logo on race-day t shirt
- souvenir race day t-shirt

Gold - \$500 (limited number available)

- recognition on signage at Start/Finish lines
- recognition through social media accounts
- announcement featuring sponsor name at event
- logo on race day t-shirt
- souvenir race day t-shirt
- 1 water station exclusively featuring name and logo
- option to include company info/brochures in race kits (to be supplied by sponsor)

Platinum - \$1000 (limited number available)

- prominent recognition on signage at Start/Finish lines
- prominent recognition through social media accounts
- announcement featuring sponsor name at event
- logo on race day t-shirt
- souvenir race day t-shirt

- 2 water stations exclusively featuring name and logo (1/race distance)
- option to include company info/brochures in race kits supplied by sponsor
- optional display area located at Finish/staging area (to be supplied & manned by sponsor)

67th ANNUAL WATFORD-ALVINSTON ROAD RACE

MAY 18th, 2026
Sponsorship Form

Business Name: _____

Contact Person: _____

Address: _____

Phone: _____

Sponsorship Level

Bronze (\$150) _____

Silver (\$300) _____

Gold (\$500) _____

Platinum (\$1000) _____

T-shirt size: _____

I would be interested in volunteering on race day: __YES __NO

I would like to have promotional materials in the race kits: __YES __NO

I would like to set up a display on race day: __YES __NO

**Make all cheques payable to “Watford-Alvinston Road Race”, and
mail to PO Box 362 Watford, ON, N0M 2S0 or
etransfer to watford.alvinstonroadrace@gmail.com**



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: 2026 Draft Budget Approval
Meeting: Council - 12 Feb 2026
Department: Treasury
Staff Contact: Stephen Ikert, Treasurer

Recommendation:

That Council approve the adjusted 2026 Draft Budgets for:

1. Operating and Capital - General Taxation (\$101,000 in capital expenditures eliminated/deferred with \$60,000 savings added back to Reserves and \$41,000 (net \$38,000) used to reduce the tax rate);
2. Operating and Capital - Alvinston Wastewater System (no adjustments);
3. Operating and Capital - Inwood Wastewater System (no adjustments); and
4. Operating and Capital - Water System (no adjustments);

including the related Budgeted Reserves and Reserve Fund Contributions/withdrawals that were presented at the February 5, 2026 Special Council Meeting.

Background:

Council requested that we remove \$101,000 in proposed Capital Expenditures from the 2026 Budget. That \$60,000 of the savings be put into Reserves and the remaining portion be used to reduce the Current Tax requirement.

Comments:

Because some of the Capital items being eliminated/deferred are in the Fire Budget, there is a small Revenue loss from Dawn-Euphemia and Southwest Middlesex since they contribute a share of the Operating and Capital Fire Budgets. Therefore the net effect on the overall Budget Requirement is approximately \$3,000 less of a reduction, or \$38,000 (instead of \$41,000).

Financial Considerations:

With these Capital Expenditure Reductions/Deferrals, the Overall Tax Requirement is reduced from \$3,974,252 to \$3,936,252 or the increase in our Tax Rate is reduced from 4.98% to 3.97%. See the attachments showing the Capital and Tax changes and the changes in Reserves.

ATTACHMENTS:

[2026 Brooke-Alvinston Budget Revisions](#)

MUNICIPALITY OF BROOKE-ALVINSTON
2026 BUDGET REVISIONS - SUMMARY

	<u>TAX AMOUNT</u>	<u>TAX RATE</u>
ORIGINAL PROPOSED TAXTION BUDGET REQUIREMENTS	\$ 3,974,252	4.98%
COUNCIL CHANGES REQUESTED:		
Remove/Defer Proposed Capital Expenditures:		
BROOKE FIRE		
Media centre and storage	\$ 6,000	
Bumper mounted remote control nozzle on Tanker 2	12,000	
Revenue Loss from Dawn-Euphemia & Southwest Middlesex	(3,000)	
PUBLIC WORKS		
Sidewalks	20,000	
RECREATION & CULTURE		
Replace Interior Doors	25,000	
Replace aging tables/chairs	20,000	
LIBRARY - New flooring, etc	<u>18,000</u>	
	98,000	
Transfer to Reserves	<u>(60,000)</u>	
Balance to Reduce Current Year Tax Requirement	\$ 38,000	<u>(38,000)</u>
		<u>-1.01%</u>
REVISED PROPOSED TAXTION BUDGET REQUIREMENTS	<u>\$ 3,936,252</u>	<u>3.97%</u>

MUNICIPALITY OF BROOKE-ALVINSTON
2026 REVISED BUDGETED RESERVE CONTRIBUTION/WITHDRAWAL PROPOSALS

	2024 Actual CLOSING	-----2025 Budgeted-----		----- 2025 Projected -----		-----2026 Budgeted-----			
		Contributions	Withdrawals	CLOSING	Adjustments	CLOSING	Contributions	Withdrawals	CLOSING
RESERVES									
BUDGET SURPLUS	612,294		(585,340)	26,954	362,508	389,462	-	(381,000)	8,462
WORKING CAPITAL	870,000	-	-	870,000		870,000	-	-	870,000
ELECTION	10,000	5,000	-	15,000	-	15,000	-	(15,000)	-
GENERAL	475,000	-	-	475,000		475,000	60,000	-	535,000
MUNICIPAL BUILDING	40,000	-	(40,000)	-	-	-	-	-	-
BROOKE FIRE RESCUE	-	-	-	-	8,000	8,000	100,000	(8,000)	100,000
ROADS	440,000	-	(175,000)	265,000	-	265,000	100,000	-	365,000
COMMUNITY CENTER & PARKS	130,000	-	(125,000)	5,000	125,000	130,000	-	-	130,000
CANNABIS IMPLEMENTATION	20,000	-	-	20,000		20,000	-	(20,000)	-
ALVINSTON LIGHTING	5,000	-	-	5,000	-	5,000	-	-	5,000
TOTAL RESERVES	2,602,294	5,000	(925,340)	1,681,954	495,508	2,177,462	260,000	(424,000)	2,013,462
Deferred Revenue (Restricted Grants)									
Ontario Community Infrastructure Fund (OCIF)	342,208	379,074	(570,000)	151,282	570,000	721,282	386,419	(1,000,000)	107,702
Canada Community Benefit Fund (CCBF - formerly Gas Tax)	618	77,258	-	77,875	-	77,875	79,975	-	157,851
TOTAL DEFERRED REVENUE	342,826	456,332	(570,000)	229,158	570,000	799,158	466,395	(1,000,000)	265,553
GRAND TOTAL	2,945,121	461,332	(1,495,340)	1,911,112	1,065,508	2,976,620	726,395	(1,424,000)	2,279,015



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Accounts Payable Listing - January 2026
Meeting: Council - 12 Feb 2026
Department: Treasury
Staff Contact: Stephen Ikert, Treasurer

Recommendation:

That Council receive and file the Accounts Payable Listing for January 2026

Background:

The Accounts Payable Listing is provided for information purposes only. Any questions should be directed to the treasurer or appropriate department head. In most cases the goods or services have already been provided and the Municipality is already legally obligated to make the payment(s) with a preference to pay on time to avoid late payment charges.

ATTACHMENTS:

[Posted Accounts Payable List - January 2026](#)

Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 01/01/2026 to 01/31/2026 Paid Invoices Cheque Date 01/01/2026 to 01/31/2026

Account	Vendor Number	Vendor Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
ASSETS & LIABILITIES						
01-0000-0020	003687	TAIT, GARY AND CHARLENE	JAN 2026 ACCT# 549808 DEPOSIT REFUND	01/13/2026	01/13/2026	120.80
01-0000-0498	003500	RWAM INSURANCE ADMINISTRATORS INC	25935-0126 GROUP BENEFITS	01/05/2026	01/05/2026	1.34
Department Total						122.14
LICENCES, PERMITS, RENTS						
01-0050-1435	000003	BROOKE TELECOM CO-OPERATIVE	10605820-0126 PHONE & INTERNET SERVICE	01/13/2026	01/13/2026	-425.00
Department Total						-425.00
GOVERNANCE						
01-0240-7399	002882	RUSSWURM, LIANA	JAN 2026 ART CLASS SPONSORSHIP	01/13/2026	01/13/2026	500.00
Department Total						500.00
COUNCIL SUPPORT						
01-0241-7117	003503	GREEN SHIELD CANADA	18830969 GROUP BENEFITS	01/05/2026	01/05/2026	961.38
01-0241-7117	003500	RWAM INSURANCE ADMINISTRATORS INC	25935-0126 GROUP BENEFITS	01/05/2026	01/05/2026	309.39
Account Total						1,270.77
01-0241-7303	000003	BROOKE TELECOM CO-OPERATIVE	10605820-0126 PHONE & INTERNET SERVICE	01/13/2026	01/13/2026	106.92
01-0241-7320	003273	ONTARIO MUNICIPAL ADMINISTRATORS ASSOCIATION	1947 2026 MEMBERSHIP	01/13/2026	01/13/2026	737.86
01-0241-7320	002012	AMCTO	JAN 2026 2026 MEMBERSHIP	01/05/2026	01/05/2026	533.36
Account Total						1,271.22
01-0241-7430	003277	DILIGENT CANADA INC.	INV504594 MEETING MANAGER SOFTWARE	01/05/2026	01/05/2026	3,692.36
Department Total						6,341.27
CORPORATE MANAGEMENT						
01-0250-7117	003503	GREEN SHIELD CANADA	18830969 GROUP BENEFITS	01/05/2026	01/05/2026	961.38
01-0250-7117	003500	RWAM INSURANCE ADMINISTRATORS INC	25935-0126 GROUP BENEFITS	01/05/2026	01/05/2026	518.95
Account Total						1,480.33

Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 01/01/2026 to 01/31/2026 Paid Invoices Cheque Date 01/01/2026 to 01/31/2026

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0250-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0126 PHONE & INTERNET SERVICE	01/13/2026	01/13/2026	59.48
01-0250-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0126 PHONE & INTERNET SERVICE	01/13/2026	01/13/2026	158.72
01-0250-7303	003464 FIBERNETICS CORPORATION	773272 PHONE LINES	01/05/2026	01/05/2026	67.74
Account Total					285.94
01-0250-7305	003217 MUN OF BROOKE-ALVINSTON - EFT	1167281 TAX BILLS POSTAGE	01/13/2026	01/13/2026	1,468.46
01-0250-7310	002215 KEYSTONE TECHNOLOGIES LTD.	23295 IT LICENSING	01/13/2026	01/13/2026	658.79
01-0250-7320	000146 ASSOCIATION OF MUNICIPALITIES OF ONTARIO	0009804 2026 MEMBERSHIP	01/05/2026	01/05/2026	1,880.59
01-0250-7320	002041 MUNICIPAL FINANCE OFFICERS' ASSOCIATION	2026-M402 2026 MEMBERSHIP FEE	01/05/2026	01/05/2026	395.50
Account Total					2,276.09
Department Total					6,169.61
<u>FIRE STATION - ALVINSTON</u>					
01-0411-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0126 PHONE & INTERNET SERVICE	01/13/2026	01/13/2026	59.48
01-0411-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0126 PHONE & INTERNET SERVICE	01/13/2026	01/13/2026	83.52
Account Total					143.00
01-0411-7340	002224 ALL SEASONS TROPHIES	67178 LOCKER TAGS	01/13/2026	01/13/2026	76.84
Department Total					219.84
<u>RT&M - LITTER/GARBAGE PICKUP</u>					
01-0549-7401	000066 WASTE MANAGEMENT OF CANADA CORP.	0466463-0676-4 DUMPSTER RENTAL	01/13/2026	01/13/2026	284.48
Department Total					284.48
<u>PUBLIC WORKS - OVERHEAD</u>					
01-0560-7117	003503 GREEN SHIELD CANADA	18830969 GROUP BENEFITS	01/05/2026	01/05/2026	1,384.28
01-0560-7117	003500 RWAM INSURANCE ADMINISTRATORS INC	25935-0126 GROUP BENEFITS	01/05/2026	01/05/2026	983.49
Account Total					2,367.77
01-0560-7301	000018 CLOVER MART - 1000967669 ONTARIO CORP.	20-0126 COFFEE	01/13/2026	01/13/2026	45.98

Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 01/01/2026 to 01/31/2026 Paid Invoices Cheque Date 01/01/2026 to 01/31/2026

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0560-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0126 PHONE & INTERNET SERVICE	01/13/2026	01/13/2026	128.39
01-0560-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0126 PHONE & INTERNET SERVICE	01/13/2026	01/13/2026	193.53
Account Total					321.92
01-0560-7310	000131 BEARCOM CANADA CORP	5990328 GPS & RADIO	01/05/2026	01/05/2026	335.61
01-0560-7310	000131 BEARCOM CANADA CORP	5992468 RADIO BATTERY	01/13/2026	01/13/2026	214.70
Account Total					550.31
01-0560-7320	000331 GOOD ROADS ASSOCIATION	544 2026 MEMBERSHIP	01/05/2026	01/05/2026	867.41
Department Total					4,153.39
 <u>2021 Dodge RAM 4 x 4 pickup</u>					
01-0621-7370	000074 MACKENZIE OIL LIMITED	22211 GAS FOR PICKUPS	01/13/2026	01/13/2026	426.93
Department Total					426.93
 <u>2019 FORD 4x4 PICKUP</u>					
01-0622-7370	000074 MACKENZIE OIL LIMITED	22211 GAS FOR PICKUPS	01/13/2026	01/13/2026	426.93
Department Total					426.93
 <u>SAND AND SALT</u>					
01-0671-7301	000264 COMPASS MINERALS CANADA CORP.	1596402 ROAD SALT	01/13/2026	01/13/2026	4,407.01
01-0671-7301	000264 COMPASS MINERALS CANADA CORP.	1596412 ROAD SALT	01/13/2026	01/13/2026	4,446.15
Account Total					8,853.16
Department Total					8,853.16
 <u>SANITARY SEWER SYSTEM</u>					
01-0810-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0126 PHONE & INTERNET SERVICE	01/13/2026	01/13/2026	150.00
01-0810-7455	003240 ONTARIO CLEAN WATER AGENCY - PAP	INV00000062999-1 OPERATIONS CONTRACT	01/31/2026	01/31/2026	10,903.63
Department Total					11,053.63
 <u>INWOOD SEWER SYSTEM</u>					
01-0811-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0126 PHONE & INTERNET SERVICE	01/13/2026	01/13/2026	50.00
Department Total					50.00

Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 01/01/2026 to 01/31/2026 Paid Invoices Cheque Date 01/01/2026 to 01/31/2026

Account	Vendor Number	Vendor Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
WATERWORKS SYSTEM						
01-0830-7303	000003	BROOKE TELECOM CO-OPERATIVE	10605820-0126 PHONE & INTERNET SERVICE	01/13/2026	01/13/2026	50.00
01-0830-7455	003240	ONTARIO CLEAN WATER AGENCY - PAP	INV00000062999-1 OPERATIONS CONTRACT	01/31/2026	01/31/2026	9,334.54
Department Total						9,384.54
HOSPITALS						
01-1020-7683	002574	CLFHT RECRUITMENT COMMITTEE	JAN 2026 PHYSICIAN RECRUITMENT	01/05/2026	01/05/2026	300.00
Department Total						300.00
ALVINSTON COMMUNITY CENTRE						
01-1635-7117	003503	GREEN SHIELD CANADA	18830969 GROUP BENEFITS	01/05/2026	01/05/2026	1,653.52
01-1635-7117	003500	RWAM INSURANCE ADMINISTRATORS INC	25935-0126 GROUP BENEFITS	01/05/2026	01/05/2026	797.42
Account Total						2,450.94
01-1635-7303	000003	BROOKE TELECOM CO-OPERATIVE	10605820-0126 PHONE & INTERNET SERVICE	01/13/2026	01/13/2026	59.48
01-1635-7303	000003	BROOKE TELECOM CO-OPERATIVE	10605820-0126 PHONE & INTERNET SERVICE	01/13/2026	01/13/2026	70.45
01-1635-7303	003464	FIBERNETICS CORPORATION	773272 PHONE LINES	01/05/2026	01/05/2026	33.84
Account Total						163.77
01-1635-7383	002841	KERN WATER SYSTEMS INC.	184410 BAR ICE	01/13/2026	01/13/2026	196.00
Department Total						2,810.71
AGRICULTURE & REFORESTATION						
01-1840-7610	002440	LAMBTON 4-H ASSOCIATION	2026 GRANT 2026 GRANT	01/05/2026	01/05/2026	250.00
Department Total						250.00
MAJOR CULVERT REPLACEMENTS						
20-0513-7401	003071	COPE CONSTRUCTION AND CONTRACTING II	25-027HB STRUCTURE 25 10% HB	01/13/2026	01/13/2026	45,083.36
Department Total						45,083.36
MUNICIPAL DRAINS - CONSTRUCTION						
20-2800-7401	002478	BRUCE POLAND & SONS TRUCKING INC.	1164 LOGAN DRAIN 10% HB	01/13/2026	01/13/2026	666.23

Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 01/01/2026 to 01/31/2026 Paid Invoices Cheque Date 01/01/2026 to 01/31/2026

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
Account Total					666.23
Department Total					666.23
Total Paid Invoices					96,671.22
Total Unpaid Invoices					0.00
Total Invoices					96,671.22

Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 01/01/2026 to 01/31/2026 Paid Invoices Cheque Date 01/01/2026 to 01/31/2026

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
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Department Summary

01-0000	ASSETS & LIABILITIES	122.14
01-0050	LICENCES, PERMITS, RENTS	-425.00
01-0240	GOVERNANCE	500.00
01-0241	COUNCIL SUPPORT	6,341.27
01-0250	CORPORATE MANAGEMENT	6,169.61
01-0411	FIRE STATION - ALVINSTON	219.84
01-0549	RT&M - LITTER/GARBAGE PICKUP	284.48
01-0560	PUBLIC WORKS - OVERHEAD	4,153.39
01-0621	2021 Dodge RAM 4 x 4 pickup	426.93
01-0622	2019 FORD 4x4 PICKUP	426.93
01-0671	SAND AND SALT	8,853.16
01-0810	SANITARY SEWER SYSTEM	11,053.63
01-0811	INWOOD SEWER SYSTEM	50.00
01-0830	WATERWORKS SYSTEM	9,384.54
01-1020	HOSPITALS	300.00
01-1635	ALVINSTON COMMUNITY CENTRE	2,810.71
01-1840	AGRICULTURE & REFORESTATION	250.00
20-0513	MAJOR CULVERT REPLACEMENTS	45,083.36
20-2800	MUNICIPAL DRAINS - CONSTRUCTION	666.23
	Report Total	96,671.22

BROOKE-ALVINSTON

FEB 04 2026

RECEIVED



The Corporation of the Municipality of Brooke-Alvinston
REQUEST FOR MAINTENANCE / REPAIR / IMPROVEMENT
(Drainage Act, R.S.O. 1990, Chapter D.17)

I hereby give notice that the Gov. #1 Drain Drain is ~~out of repair~~ and request that:

- Maintenance (preservation of a drainage works) or repair (restoration of a drainage works to its original condition) be performed under the provisions of Section 74 of the Drainage Act, R.S.O 1990, Chapter D.17.
- The drain be improved (modification of or an addition to a drainage works intended to increase the effectiveness of the system) under the provisions of:

___ Section 76, (Update the Schedule of Maintenance for the Drain)

___ Section 78, (New Engineer's Report for the Drain)

(of the Drainage Act, R.S.O. 1990, Chapter D.17)

The following work is required:

Want Gov. #1 water to drain south under Campbell Line south as the watershed goes naturally to the creek downhill.

Property Description: Lot 4 Concession 3 Roll Number _____

911 address 6570 Oil Springs Line

Dated at the Municipality of Brooke-Alvinston this 4 day of Feb., 2026

Name-please print

Bud Kelly
Name-please print

Signature

B. Kelly
Signature

Telephone# _____
Home

Cell

Email address: _____

Additional Comments if any:

BROOKE-ALVINSTON

FEB 04 2026

RECEIVED



The Corporation of the Municipality of Brooke-Alvinston
REQUEST FOR MAINTENANCE / REPAIR / IMPROVEMENT
(Drainage Act, R.S.O. 1990, Chapter D.17)

I hereby give notice that the Gov. Drain # 1 Drain is out of repair and request that:

Maintenance (preservation of a drainage works) or repair (restoration of a drainage works to its original condition) be performed under the provisions of Section 74 of the Drainage Act, R.S.O 1990, Chapter D.17.

The drain be improved (modification of or an addition to a drainage works intended to increase the effectiveness of the system) under the provisions of:

___ Section 76, (Update the Schedule of Maintenance for the Drain)

___ Section 78, (New Engineer's Report for the Drain)

(of the Drainage Act, R.S.O. 1990, Chapter D.17)

The following work is required:

Give the Drain access across Campbell Line
South

Property Description: Lot _____ Concession _____ Roll Number _____

911 address 6735 Courtwright Line

Dated at the Municipality of Brooke-Alvinston this 4 day of Feb, 2026

Ron Martin
Name-please print

Name-please print

Ron Martin
Signature

Signature

Telephone# [REDACTED]
Home

[REDACTED]
Cell

Email address: _____

Additional Comments if any:



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Lambton County Roads Supervisors Association Truck Roadeo
Meeting: Council - 12 Feb 2026
Department: Public Works
Staff Contact: Jamie Butler, Public Works Superintendent

Recommendation:

That Council wave the rental fee of \$465 for the Lambton County 2026 Truck Roadeo to be held June 9, 2026 at the BAICCC.

Background:

Each year the Lambton County Roads Supervisor Association (LCRSA) participates with the Association of Ontario Road Supervisors (AORS) to conduct a local truck rodeo for the operators where they compete for top operator. From here operators can move on to the provincial rodeo to compete against other operators throughout the province. LCRSA and Chatham Kent Road Supervisors Association take turns each year hosting the Local level.

The location of the BAICCC has been noted as prime and central when Lambton County hosts the event.

Comments:

The event is planned for June 9, 2025 and incorporates the arena parking lot and the auditorium for lunch.

The day is a great opportunity for operators to test their skills, enjoy some friendly competition and welcomes neighbouring municipalities to the Municipality.

Financial Considerations:

In 2024, when we hosted, Council approved waving the fee for rental.

The rental fee for the day would be: Grounds fee (\$160) and Auditorium fee (\$305)
 I ask via the Association that Council waive the fee as it would be a cost savings for the association and municipality not having to pay an increased registration fee for our operators. It is a regular work day for staff with no after hours accommodations needed.



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Request for a Special Occasion Permit - Maple Syrup Festival
Meeting: Council - 12 Feb 2026
Department: Clerks
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That the Council of the Municipality of Brooke-Alvinston declares the 2026 A.W. Campbell Maple Syrup Festival being held March 21, 2026 as an event of municipal significance and acknowledges that the SCRCA will be applying for a Special Occasion Permit (SOP) for the AW Campbell Conservation Area at 8477 Shiloh Line;

Background:

The SCRCA will be hosting the Maple Syrup Festival in conjunction with the Alvinston Firefighters Association March 21, 2026 at the Campbell Conservation Area. A special occasion permit is required for the event. It also fits the criteria recently adopted by Council in declaring an event to be municipally significant as it:

- a. Falls within the definition of a municipally significant event
- b. Serves the public interest by upholding the by-laws and policies of the Municipality and any other applicable legislation
- c. Will host no less than 100 members of the general public

Criteria of the Municipal Significant Event Policy to issue a Special Occasion Permit is met with the Maple Syrup Festival.

Comments:

Should Council approve the requests, notification of the SOP and the waiver of section 3.9 of By-law 37 of 2021 should be forwarded to: Brooke Fire Rescue, Lambton EMS and Lambton OPP.

Financial Considerations:

There are no financial considerations associated with this report.

ATTACHMENTS:

[Brooke-Alvinston - 2026 Maple Syrup Festival](#)



St. Clair Region Conservation Authority
205 Mill Pond Cres., Strathroy, ON, N7G 3P9
(519) 245-3710 (519) 245-3348 FAX
E-Mail: stclair@scrca.on.ca
Website: www.scrca.on.ca

Member Municipalities

Township of Adelaide-Metcalf

Municipality of Brooke-Alvinston

Municipality of Chatham-Kent

Township of Dawn-Euphemia

Township of Enniskillen

Municipality of Lambton Shores

Municipality of Middlesex Centre

Village of Newbury

Village of Oil Springs

Town of Petrolia

Town of Plympton-Wyoming

Village of Point Edward

City of Sarnia

Municipality of Southwest Middlesex

Township of St. Clair

Municipality of Strathroy-Caradoc

Township of Warwick

January 19, 2026

Janet Denkers, Clerk-Administrator
The Municipality of Brooke-Alvinston
3236 River Street
Alvinston, Ontario
N0N 1A0

RE: 2026 A.W. Campbell Maple Syrup Festival – Municipal Significance

Dear M. Janet Denkers,

The St. Clair Region Conservation Authority will host its 2026 Maple Syrup Festival at the A.W. Campbell Conservation Area (8477 Shiloh Line) on Saturday, March 21, 2026, between 10:00 am and 3:00 pm.

Similar to the 2024 and 2025 events, the SCRCA is inviting local vendors including breweries/distilleries/wineries to offer samples and sell their products to visitors who are 19 years of age and older. The addition of vendors has been a well received addition to our event.

A question pertaining to the "municipal significance" of the event is required as part of the permitting application process to the Alcohol and Gaming Commission of Ontario (AGCO). The Authority believes the Maple Syrup Festival is as it has been a long-standing event in the municipality, has been organized in conjunction with the pancake breakfast hosted by the Alvinston Firefighters Association, and typically hosts over 500 people.

We would appreciate the Council of Brooke-Alvinston's endorsement of our Maple Syrup Festival as an event of "municipal significance" once again this year. If agreeable, we would require a municipal resolution or letter from a delegated municipal official designating our event as "municipally significant".

Please don't hesitate to contact me if you have any questions or require anything further.

Donna Blue

Donna Blue, Manager of Communications
St. Clair Region Conservation Authority



Council Staff Report

To: Mayor Ferguson and Council
Subject: Changes to the Fire Department Establishing and Regulating By-law
Meeting: Council - 12 Feb 2026
Department: Fire Department
Staff Contact: Steve Knight, Fire Chief

Recommendation:

That Council approve the submitted administrative changes to the Fire Department Establishing and Regulating By-law.

Background:

An annual review of Bylaws and Fire Service Agreements is completed each January.

There are minor additions and changes noted in the E + R By-law required to maintain the level of the services provided to the community by Brooke Fire Rescue.

Comments:

The changes/additions are administrative changes required to gain organizational efficiencies and improve BFR members health and safety. There are no changes to the fire protection services provided to the community that are listed in the by-law. The Fire Committee reviewed the organization chart and had no comments at their January 27, 2026 meeting.

Changes / additions include:

Section 1 – Definitions

-Addition of the Health and Safety Officer and Student Firefighter definitions.

1 w) "Health and Safety Officer" means an Officer appointed by the Fire Chief to develop, coordinate, manage, implement and evaluate health and safety programs to ensure safety of all Fire Department personnel in accordance with NFPA, federal, provincial and municipal standards.

1 dd) "Student Firefighter" means a person 16 years or older and enrolled in a Secondary or Post Secondary school and is appointed to provide certain limited functions in support of the delivery of Fire Protection Services.

Section 4 – Employment

– Addition of 'student firefighter' to the directive.

4.6 Any probationary or Student Firefighter may be discharged for any just cause upon recommendation by the Fire Chief to the Clerk Administrator.

Appendix B – Organizational Chart – reflect the addition of the Health and Safety Officer, align Senior Officer positions and platoon structure leadership and direct supervision for the student program.

Financial Considerations:

There are no financial considerations associated with this report.

Relationship to Strategic Plan:

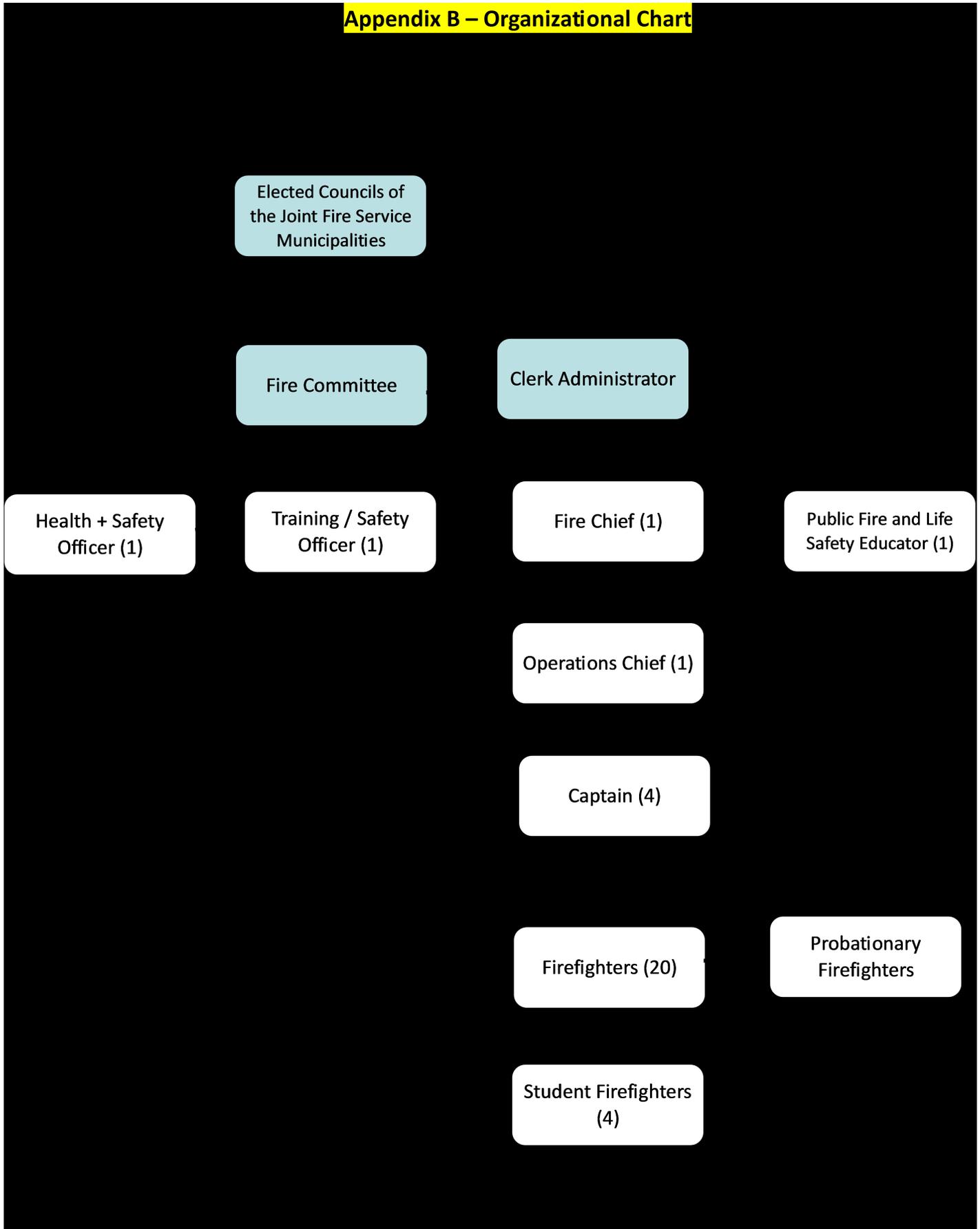
In line with the Strategic Plan

ATTACHMENTS:

[2026 BFR org chart](#)

[MBA-BFR Establish-and-Regulate-a-Fire-Department Bylaw 2026 REV20docx](#)

Appendix B – Organizational Chart



THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON

BY-LAW NUMBER xx OF 2026

BEING A BY-LAW TO ESTABLISH AND REGULATE A FIRE DEPARTMENT

WHEREAS Section 2 of the Fire Prevention and Protection Act requires every municipality to establish a program which must include public education with respect to fire safety and certain components of fire prevention, and to provide such other fire protection services as it determines may be necessary in accordance with its needs and circumstances;

AND WHEREAS Section 5. (0.1) of the *Fire Protection and Prevention Act*, S.O. 1997, c.4, provides that the Council of a municipality may by by-law establish, maintain and operate a Fire Department;

AND WHEREAS Sections 8 and 11 of the Municipal Act authorize a municipality to provide any service that the municipality considers necessary or desirable for the public, and to pass by-laws respecting health, safety and well being of persons, protection of persons and property and services that the municipality is authorized to provide

AND WHEREAS Section 20 (1) of the Municipal Act, S.O. 2001, c.25, provides that a municipality may enter into an agreement with one or more municipalities to provide for their joint benefit, any matter which all of them have the power to provide within their own boundaries;

BE IT THEREFORE ENACTED by the Municipal Council of the Municipality of Brooke-Alvinston as follows:

1. DEFINITIONS

1.1. In this by-law, including the recital, the following terms shall have the meanings set out below unless the subject matter or context requires another meaning to be ascribed;

- a) *"Agreement"* means the Fire Services Agreement
- b) *"Approved"* means approved by Council;
- c) *"Automatic Aid"* means any agreement under which a municipality agrees to provide an initial response to fires, rescues and emergencies that may occur in a part of another municipality where a Fire Department is capable of responding more quickly than any Fire Department situated in the other municipality; or a municipality agrees to provide a supplemental response to fires, rescues and emergencies that may occur in a part of another municipality where a Fire Department in the municipality is capable of providing the quickest supplemental response to fires, rescues and emergencies occurring in the part of another municipality;
- d) *"Auxiliary Firefighter"* means a person who is appointed to provide certain limited functions in support of the delivery of Fire Protection Services;
- e) *"Clerk Administrator"* means person appointed by Council to function as the Clerk Administrator for the Municipality of Brooke-Alvinston;

- f) "*Captain*" means an officer appointed by the Fire Chief, in command of an assigned company of Firefighters and/or equipment;
- g) "*Chief Fire Official*" means the Assistant to the Fire Marshal who is the Fire Chief or a member or members of the fire department appointed by the Fire Chief;
- h) "*Public Fire and Life Safety Educator*" means an Officer appointed by the Fire Chief to provide for fire prevention and fire safety education programs;
- i) "*Confined Space*" means any space that has limited or restricted means for entry or exit (i.e., tanks, vessels, silos, storage bins, hoppers, vaults, trenches, excavations and pits) and that is not designed for human occupancy;
- j) "*Corporation*" means The Corporation of The Municipality of Brooke-Alvinston;
- k) "*Council*" means the Council of The Municipality of Brooke-Alvinston;
- l) "*Councils of the Municipalities*" means the Council of the Municipality of Brooke-Alvinston and the Council of the Township of Dawn-Euphemia and the Council of the Municipality of Southwest Middlesex;
- m) "*Fire Area*" means the area serviced by Brooke Fire Rescue as defined in Appendix "D" attached to this bylaw;
- n) "*Fire Committee*" means the Committee as created by the Fire Service Agreement and includes members of the Township of Dawn-Euphemia and Municipality of Southwest Middlesex;
- o) "*Fire Chief*" means the person appointed by the Council to function as Fire Chief for the Corporation in accordance with the requirements of the FPPA;
- p) "*Fire Code*" means the fire code established under Part IV of the FPPA;
- q) "*Fire Department*" means Brooke Fire Rescue as a whole;
- r) "*Fire Station*" means the physical location housing fire apparatus and fire protection equipment;
- s) "*Fire Protection Services*" includes fire suppression, fire prevention, fire safety education, mitigation, prevention and safety education of the risk created by unsafe levels of carbon monoxide, communications and support services, training of persons involved in the provision of Fire Protection Services, rescue and emergency services and the delivery of all those services;
- t) "*Fire Protection Agreement*" is a contract between municipalities, other agencies, individuals, or a company that clearly defines the responsibilities, terms, conditions and all other aspects of the fire services purchased, provided and/or required;
- u) "*FPPA*" means the Fire Protection and Prevention Act 1997, S.O. 1997, Chapter 4 as amended, revised, re-enacted and/or consolidated from time to time and any successor statute thereto;
- v) "*Firefighter*" means a person appointed to the Fire Department and assigned to undertake Fire Protection Services, and includes Officers and Volunteer/On-call Firefighters;

- w) *"Health and Safety Officer"* means an Officer appointed by the Fire Chief to develop, coordinate, manage, implement and evaluate health and safety programs to ensure safety of all Fire Department personnel in accordance with NFPA, federal, provincial and municipal standards “
- x) *"Inspector"* means the Fire Chief, or a Firefighter designated by the Fire Chief as an inspector in accordance with Section 19 of the FPPA;
- y) *"Lieutenant"* means a Captain in training;
- z) *"Limited Services"* means a variation of services significantly differentiating from the norm because of extenuating circumstances, such as deployment of volunteer Firefighters in insufficient numbers to safely conduct the delivery of Fire Protection Services, which may include but are not limited to environmental factors, obstructions, remote properties, private roadways, lanes and drives.
- aa) *"Mutual Aid Plan"* means a program to provide/receive assistance in the case of a major emergency in a municipality, community or area where resources in a municipality, community or area have been depleted but does not include Automatic Aid.
- bb) *"Officer"* means any Firefighter with the rank of Lieutenant or higher.
- cc) *"Training Officer"* means an Officer appointed by the Fire Chief to develop, coordinate, manage, implement and evaluate training programs to ensure safety of all Fire Department personnel in accordance with national, federal, provincial and municipal standards.
- dd) *"Student Firefighter"* means a person 16 years or older and enrolled in a Secondary or Post Secondary school and is appointed to provide certain limited functions in support of the delivery of Fire Protection Services;
- ee) *"Volunteer/On-call Firefighter"* means a Firefighter who provides Fire Protection Services either voluntarily or for an hourly wage.

2. ESTABLISHMENT

- 2.1. The fire service established for The Municipality of Brooke-Alvinston to be known as Brooke Fire Rescue (the "Fire Department") and the head of the Fire Department shall be known as the Fire Chief;
- 2.2. The Mission and Goals of the Fire Department shall be those contained in Appendix "A;"
- 2.3. In addition to the Fire Chief, the fire service shall consist of a Station Chief and such number of other members as may be deemed necessary by council, appointed by the Municipality, and shall be structured in conformance with the approved Organizational Chart (Appendix "B"), forming part of this By-law;

2.4. The provisions of this by-law are subject to FPPA, 1997 and all other applicable legislations and by-laws and to the provisions of any agreement and/or accord between the Municipality and Firefighters.

3. COMPOSITION

3.1. The Fire Department shall be organized in accordance with the Organizational Chart (Appendix "B").

3.2. In addition to the Fire Chief, the Fire Department personnel shall consist of a Station Chief, Public Fire and Life Safety Educator, Training Officer, Captains, Lieutenants, Volunteer/On-call Firefighters and any other personnel position that may be established from time to time.

3.3. The Fire Chief shall be appointed by By-law of the Council.

4. EMPLOYMENT

4.1. The Fire Chief may recommend for employment any qualified person as a Firefighter and is subject to the approved hiring policies of the Corporation.

4.2. The hiring of Volunteer/On-call Firefighters shall be in accordance with the Municipality of Brooke-Alvinston Brooke Fire Rescue Hiring Policy.

4.3. If a physician finds that a Volunteer/On-call Firefighter is physically unfit to perform his/her assigned duties, that Firefighter will be offered a leave of absence until he/she is fit to resume duties as a Firefighter or Officer. Return to work documentation from the Physician is required.

4.5. A person appointed as a Firefighter for firefighting and/or fire prevention duties shall be on probation for twelve (12) months in accordance with the Fire Department Hiring Policy unless otherwise noted.

4.6. Any probationary or Student Firefighter may be discharged for any just cause upon recommendation by the Fire Chief to the Clerk Administrator.

4.7. All recommendations for appointments, promotions and demotions will be reported to the Clerk Administrator by the Fire Chief.

4.8. The remuneration of all Firefighters shall be approved by Council.

4.9 Any Firefighter may be discharged for any just cause upon recommendation by the Fire Chief to the Clerk Administrator in accordance with current Municipality of Brooke-Alvinston policies.

5. CORE SERVICES

- 5.1. The core services of the Fire Department, as approved by Council shall be those contained in Appendix "C."
- 5.2. Nothing in this Bylaw will restrict the Fire Department in providing only core services or limiting the provision of Fire Protection Services.

6. LEVELS OF SERVICE

- 6.1. The Fire Department will provide all properties within the Municipality of Brooke-Alvinston and as determined in applicable Fire Service and Automatic Aid agreements (as shown in Appendix "D") with an equal level of response, both in equipment and Firefighter personnel.
- 6.2. Limited Services may be provided by the Fire Department. Limited Services may also result from those conditions identified in Core Services (Appendix "C") such as; travel distance, trained personnel responding, water supply, environmental factors and structural integrity.
- 6.3. In consideration of the reliance by the Fire Department on the response of Volunteer/On-call Firefighters, whose deployment to emergencies in sufficient numbers cannot in all instances be guaranteed, adverse climate conditions, delays or unavailability of specialized equipment required by the Fire Department, or other extraordinary circumstances which may impede the delivery of Fire Protection Services, any Approved service set out in Appendix "C" (Core Services) may from time to time be provided as a Limited Service as defined in this by-law, as determined by the Fire Chief, his or her designate or the highest ranking Officer in charge of a response.
- 6.4. The Corporation shall accept no liability for the provision of Limited Services by the Fire Department as reasonably necessary.

7. RESPONSIBILITIES & AUTHORITY OF FIRE CHIEF

- 7.1. The Fire Chief shall be the head of the Fire Department and will be responsible to the Council, reporting through the Clerk Administrator for proper administration and operation of the fire service.
- 7.2. The Fire Chief shall report to the Clerk Administrator and attend the Municipality of Brooke-Alvinston Management Team on an as needed basis.
- 7.3. The Fire Chief or designate shall exercise all powers and duties mandated by FPPA and any applicable legislation. This will include making such general orders, policies, procedures, rules and regulations and to take such other measures as may be

considered necessary for the proper administration and efficient operation of the Fire Services Department, without restricting the generality of the foregoing:

- 7.4. For the care and protection of all property belonging to the Fire Department;
- a) For arranging for the provision and allotment of strategic staffing and proper facilities, apparatus, equipment, materials, services and supplies for the Fire Department;
 - b) For arranging and implementation of Automatic Aid, Mutual Aid Plan and other negotiated fire protection and emergency service agreements within the Municipality of Brooke-Alvinston borders and/or within the municipal borders adjoining municipalities;
 - c) For determining and establishing the qualifications and criteria for employment or appointment and the duties of all Firefighters;
 - d) For the conduct and the discipline of Firefighters;
 - e) For preparing and upon approval by Council, implementing and maintaining Core Services (Appendix "C") as identified in this by-law.
 - f) Function as Community Emergency Management Coordinator in the preparation, implementation and maintenance of any emergency plans, organizations, services or measures established or to be established by the Municipality of Brooke-Alvinston;
 - g) For keeping an accurate record, in convenient form for reference, of all fires, rescues and emergencies responded to by the Fire Department and reporting of same to the office of the Fire Marshal.
 - h) For keeping such other records as may be required by Council, the Fire Committee and FPPA;
 - i) For preparing and presenting three quarterly reports and an annual report of the Fire Department, to Council;
 - j) For preparing and presenting the annual estimates of the Fire Department to the Municipality of Brooke-Alvinston, and for exercising control over the budget approved by Council for the Fire Department, provide that such general orders, policies, procedures, rules and regulations and other measures do not conflict with the provisions of this By-law or any other By-law of the Municipality of Brooke-Alvinston, including, without limitation, those requiring the prior approval of or notice to Council or the satisfaction of certain conditions, general or otherwise, specified by Council before such measures can be implemented, or with the provisions of FPPA or with the provisions of any collective agreement or other written agreement that may be applicable.
 - k) Arranging for the provision of dispatch services from an external agency to dispatch appropriate Fire Department resources;
 - l) Liaising with dispatch centre;

- m) Providing current municipal information to the dispatch centre, including response protocols, mapping, local streets, property, and water service information, road closures, and caution notes;
 - n) Monitoring Fire Department dispatch centre performance and resolving any service issues.
 - o) Arranging for maintenance, repair and technical support of Fire Department telecommunications and computer systems;
 - p) Developing specifications for Fire Department radios, communications devices and systems and computers;
 - q) Arranging interface capabilities with other data systems.
- 7.5. The Fire Chief shall be responsible for the administration and enforcement of this By-law and all general orders, policies, procedures, rules and regulations made under this By-law and for the enforcement of any other By-laws of the Municipality of Brooke-Alvinston respecting Fire Protection Services, and shall review periodically such By-laws, including this By-law, recommend to Council such amendments as the Fire Chief considers appropriate and, in the case of general orders, policies, procedures, rules and regulations made under this By-law, revise or terminate any of them if the Fire Chief considers it appropriate.
- 7.6. The Fire Chief shall have all powers, rights and duties assigned to a Fire Chief under FPPA including, without limitation, the authority to enforce compliance with the Fire Code and to delegate his or her powers or duties in accordance with Section 6. (6) of FPPA to a Firefighter. Further, the Fire Chief shall be afforded the ability to take all proper measures for the prevention, control and extinguishment of fires and for the protection of life and property and shall be able to enforce all municipal by-laws respecting fire prevention.
- 7.7. The Fire Chief may consult with the association representing Firefighters.
- 7.8. The Fire Chief will liaise with the Office of the Fire Marshal of Ontario and any other office or organization (local, regional, provincial or federal) as required by Council or as considered necessary or advisable by the Fire Chief for the proper administration and efficient operation of the Fire Department and the effective management of Fire Protection Services for the Corporation.
- 7.9. The Fire Chief is authorized to contribute to and assist in the formulation of Mutual Aid Plan, Automatic Aid and emergency service agreements or response plans with other emergency agencies and further, is authorized by Council to perform the duties of regional Fire Coordinator as required.

7.10 The Fire Chief may utilize Firefighters as the Fire Chief may determine, from time to time, to assist in the performance of his duties and/or perform the role as required of a designate in such a manner as to include, but not be limited to, the following:

- a) Provide administrative support and customer assistance for facilities and services provided by the Fire Department;
- b) Assist with the development of the Brooke Fire rescue annual budget(s) and participate in budgetary control;
- c) Complete response, training, maintenance and personnel records as required;
- d) Arrange for the provision of new facilities, equipment, and apparatus;
- e) Consult with the local Firefighters' association;
- f) Consult with other emergency response and safety agencies;
- g) Consult with other departments within the Municipality of Brooke-Alvinston and participate on committees or be involved in functions as required;
- h) Provide emergency communications/dispatch, firefighting and emergency response duties and/or assist at emergency or life supporting incidents as required by the Fire Chief to prevent, control, and extinguish fires, and further prevent fire and life safety tragedy;
- i) Conduct investigations of fires by Fire Department personnel in concert with Investigators of the Office of the Fire Marshal and the Police Service;
- j) Perform specialized emergency and/or rescue response such as a vehicle/auto/machinery extrication, land based static water/ice/rescue, open water rescue, hazardous materials response (emergency decontamination), hi/low/angle rope and confined space rescue, render emergency patient care and other life saving measures as per Fire Department policies;
- k) Conduct, facilitate and participate in training at Fire Station or other approved sites and keep clear and concise records of said training as per the Training Policy.
- l) Research and/or develop recent technologies and strategies to maintain safe operating efficiency and effectiveness in emergency or routine operations;
- m) Prepare and conduct examinations of Firefighters as required;
- n) Conduct in-service fire prevention audits, visits, inspections and/or other pre-planning familiarization inspections of premises and occupancies on a complaint, request or proactive basis as required;
- o) Enforce all legislation pertaining to fire prevention and the Fire Code and respond to all fire and life safety complaints and/or concerns as appropriate;
- p) Provide Fire & Life Safety Education and distribution of educational materials as appropriate;
- q) Perform apparatus and equipment maintenance cleaning, checks, inspection and testing at stations or other as required;

- r) Coordinate and address joint health and other safety issues between other departments within the Municipality of Brooke-Alvinston and the Fire Department, and within the Fire Department itself;
- s) Ensure the Joint Health and Safety Committee performs, meets and provides recommendations to Administration as required by legislation, and further that all staff confirm and abide by safety practices to ensure a safe workplace;
- t) Prepare quarterly, statistical data or other analysis reports as required;
- u) Assist in the preparation and implementation of Departmental emergency plans and contingencies in conjunction with the Municipality of Brooke-Alvinston 's Emergency Plan;
- v) Perform other duties as assigned and comply with all other requirements of the job description and abide by all orders, policies, procedures, rules and regulations as provided.

8. SUPERVISION – GENERAL DUTIES & RESPONSIBILITIES

- 8.1. The Station Chief, in the absence of the Fire Chief shall have all the powers and may perform the duties of the Fire Chief;
- 8.2. The Firefighters support of the Fire Department, while on duty shall be under the direction and control of the Fire Chief or the next ranking officer present in any place;
- 8.3. When the Fire Chief designates a Firefighter to act in place of an Officer in the Fire Department, such Firefighter, when so acting, has all the powers and shall perform all the duties of the Officer replaced;
- 8.4. The Fire Chief and all other Officers shall protect and guard all property entrusted to their care and the Fire Chief, all Officers and all Firefighters, insofar as lies in their power, shall take proper measures to protect all Firefighters of the Fire Department from accident, injury or death as a result of duty;
- 8.5. All matters pertaining to or affecting the Fire Department proposed or contemplated by Firefighters must be submitted to the Fire Chief before any action is taken. Firefighters are forbidden to take any part in any proposition contemplating any effect, directly or indirectly, upon the Fire Department or its operation, except after consultation with the Fire Chief;
- 8.6. Every Firefighter and administrative support staff person shall conduct themselves in accordance with the general orders, policies, procedures, rules and regulations made by the Fire Chief and shall give their whole and undivided attention while on duty to the efficient operation of the Fire Department and shall perform the duties assigned to

them to the best of their ability in accordance with FPPA and any other written agreement that may be applicable;

- 8.7. The Fire Chief may reprimand or suspend any Firefighter for insubordination, inefficiency, misconduct, tardiness or for non-compliance with any of the provisions of this By-law, departmental policies or procedures, guidelines or the general orders and departmental rules that, in the opinion of the Fire Chief, would be detrimental to the discipline and efficiency of the Fire Department. Disciplinary action shall be in accordance with the disciplinary procedures as outlined in the Fire Department's Standard Operating Guidelines.

9. FIRE DEPARTMENT OPERATIONS

- 9.1. A Firefighter may enter private property to suppress any fire or other hazardous condition.
- 9.2. A Firefighter may pull down or demolish any building or structure when considered necessary to prevent the spread of fire.

10. FIRE PREVENTION

10.1. The Fire Chief shall delegate to the Public Fire and Life Safety Educator delegating in total or in part the following duties pertaining to the function of Fire Prevention and Public Fire and Life Safety Education:

- a) Enforce and maintain compliance with the FPPA including but is not limited to:
- Public Education
 - Smoke and Carbon Monoxide Alarm Program
 - Distribution of Fire Safety Information
 - Inspections
 - Fire Code Compliance & Enforcement
 - Maintaining a current Community Risk Assessment profile
- b) Prepare an annual report and budget for all aspects of Public Fire and Life Safety Education to be submitted to the Fire Chief.

11. TRAINING

11.1. The Fire Chief shall delegate to the Training Officer, delegating in total or in part the following duties pertaining to the function of Firefighter Training and Certification as required by Ontario Regulation 343/22 made under the Fire Protection and Prevention Act, 1997:

- a) Establish a Fire Department Training Program for Firefighters that conforms to NFPA 1001, Standard for Fire Fighter Professional Qualifications, NFPA 1002 Standard for Fire Apparatus Driver/Operator Professional Qualifications, NFPA 1072 Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications and NFPA 1006,

Standard for Technical Rescuer Professional Qualifications;

- b) Providing access to training facilities by coordinating access to appropriate training facilities and delivering hands on training to staff;
- c) Providing station training by delivering curriculum specific to operational and strategic needs;
- d) Providing program development services by developing trainer facilitators, coordinating core curriculum, providing officer training and development;
- e) All training will comply with the Occupational Health & Safety Act and applicable provincial legislation and regulations;
- f) Prepare an annual report and budget for all aspects of Training to be submitted to the Fire Chief.

11.2. Training shall be implemented in accordance with the Fire Department Training Policy.

12. RECOVERY OF COSTS

12.1. Recovery of Costs – Additional Expenses

- a) In addition to the Recovery of Costs provisions in Part VIII of FPPA, The Fire Chief may require the owner of the property or the person having control of the property within or outside the Corporation to pay costs or fees for fire and emergency response or other administrative services provided to them. Invoicing for response services or recovery of fees will be conducted in accordance with the Municipality Fee structure By-law
- b) If as a result of a Fire Department response to a fire or emergency incident, the Fire Chief or his designate determines that it is necessary to incur additional expenses, retain a private contractor, rent special equipment not normally carried on a fire apparatus or use more materials than are carried on a fire apparatus in order to suppress or extinguish a fire, preserve property, prevent damage to equipment owned by or contracted to the Corporation, assist in or otherwise conduct fire cause investigation or determination or otherwise carry out the duties and functions of the Fire Department and/or to generally make "safe" an incident or property, the owner of the property or the person having control of the property within or outside the Corporation requiring or causing the need for additional service or expense shall be charged the full costs to provide the additional service including all applicable taxes in accordance with the provisions of the Corporations Fee structure Bylaw”.

13. EMERGENCY RESPONSES OUTSIDE LIMITS OF MUNICIPALITY

13.1. The Fire Department shall not respond to a call with respect to a fire or an emergency incident outside the limits of the Corporation except with respect to a fire or an emergency:

- a) In a municipality with which a Fire Protection Agreement has been entered into to provide Fire Protection Services;
- b) At the discretion of the Fire Chief to a municipality authorized to participate in the Lambton County Mutual Aid plan established by a fire coordinator appointed by the Ontario Fire Marshal, emergency fire service plan and program or any other organized plan or program on a reciprocal basis;
- c) On property beyond the Corporation boundary where the Fire Chief or his designate determines that immediate action is necessary to preserve and protect life and/or property and the correct department is notified to respond and/or assumes command or establishes alternative measures acceptable to the Fire Chief or designate;
- d) Respond due to a request for special assistance as required through a declaration of a provincial or federal emergency and such request has been approved by the Fire Chief, the CAO and the Mayor.

14. FIRE ALARMS

- 14.1. No person shall prevent, obstruct, or interfere in any manner whatsoever with the communication of a fire alarm to the Fire Department or with the Fire Department responding to a fire alarm that has been activated;
- 14.2. Where fire alarms are required in buildings no person shall silence or reset the fire alarm without the approval of an authorized representative of the Fire Department.

15. CONFLICT

- 15.1. Where this By-law conflicts with another By-law of the Corporation, this By-law shall supersede and prevail over that other By-law to the extent of the conflict.

16. SHORT TITLE

- 16.1. This By-law shall be known as the Fire Department "Establish and Regulate a Fire Department By-law.

17. PENALTY

- 17.1. Any person who violates any provisions of this By-law is upon conviction, guilty of an offence and shall be liable to a fine, in accordance with the provisions of the Provincial Offences Act, R.S.O. 1990, c.P.33, as amended.

18. REPEAL OF BY-LAWS

- 18.1. By-law No. 44 of 2024 is hereby repealed. And Further that this By-law shall come into force and take effect upon the enactment thereof.

Enacted and passed this ____ day of _____, 2026

David Ferguson, Mayor

Janet Denkers, Clerk-Administrator

By-law No. XXX of 2024

Appendix A – Mission and Goals

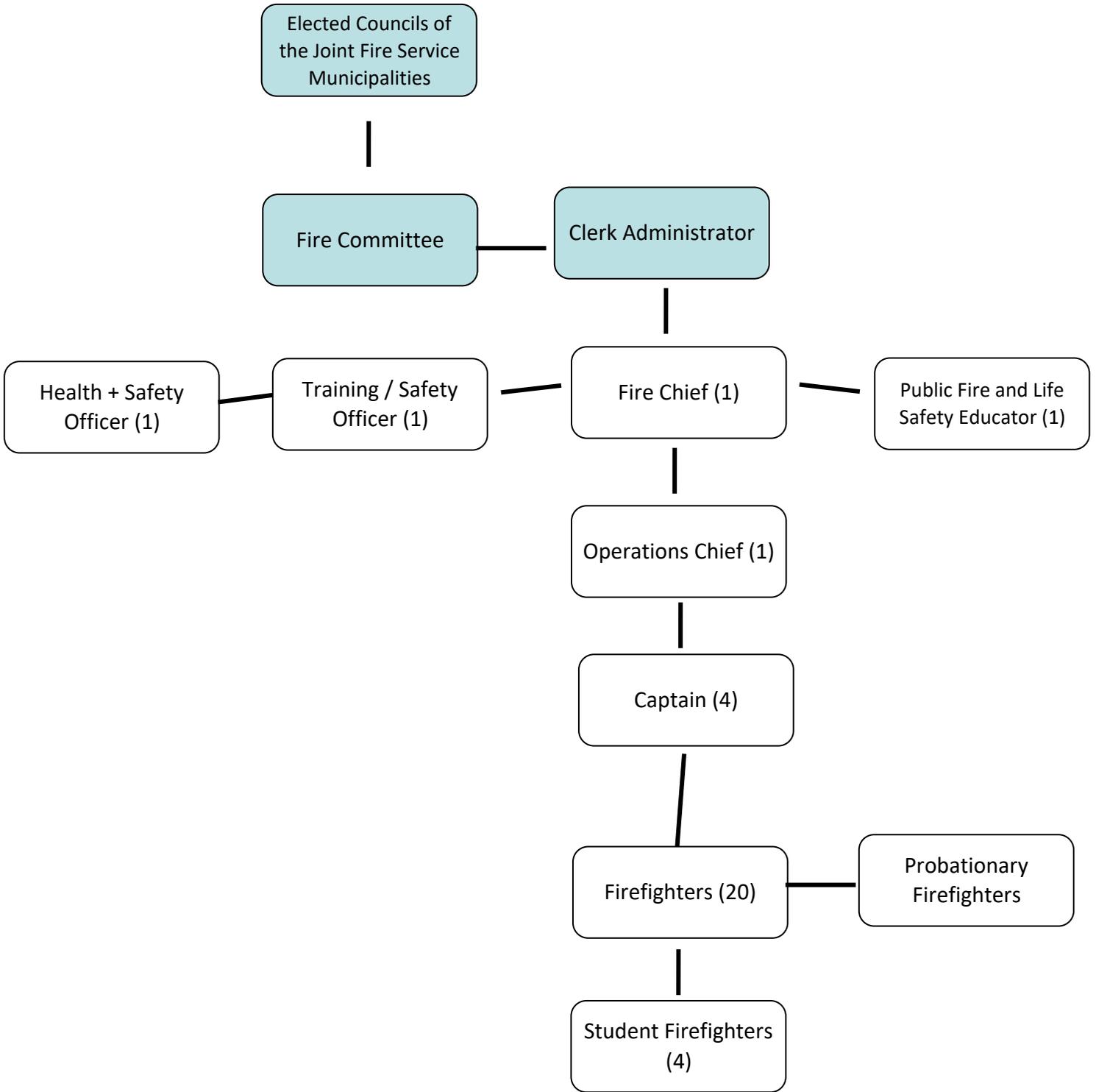
Mission Statement

Our mission is to - 'Provide fire prevention, protection and rescue services to help people and minimize property loss for the residents and visitors to Brooke-Alvinston'

Goals – Brooke Fire Rescue will:

- Provide appropriate public fire and life safety education and other fire prevention programs and measures as legislated by the FPPA;
- Provide exceptional training to its members through well planned programs followed by appropriate testing and documentation;
- Provide effective, timely and adequately staffed emergency response and assistance as appropriate to the needs and circumstances of the municipality and as required by the FPPA and other applicable legislation.

Appendix B – Organizational Chart



Appendix C– Core Services

Municipal Responsibilities - FPPA Part II

Every municipality shall,

- a) Establish a program in the municipality which must include public education with respect to fire safety and certain components of fire prevention; and
- b) Provide such other fire protection services as it determines may be necessary in accordance with its needs and circumstances.

Fire Protection Services includes fire suppression, fire prevention, fire safety education, mitigation, prevention and safety education of the risk created by unsafe levels of carbon monoxide, communications and support services, training of persons involved in the provision of Fire Protection Services, rescue and emergency services and the delivery of all those services;

Core services provided by the Fire Department shall be identified under seven (7) main categories including:

1. Fire Suppression
2. Other Emergency Responses
3. Services Requiring Outside Agencies
4. Fire Prevention and Fire & Life Safety Education
5. Training

1. Fire Suppression

The Fire Department protection area including Fire Service Agreement areas covers approximately four hundred (400) square kilometers. Fire Department response to some areas may exceed twenty (20) minutes due to the travel distance from the relevant station and road grades. Weather conditions will also be a major factor in response times in urban and particularly rural areas.

The Fire Department shall respond to overheats, pre-fire conditions and fire conditions including but not limited to:

- a) **Structures** - commercial, residential, industrial and agricultural
- b) **Vehicles** – highway, agricultural, commercial, industrial, recreational
- c) **Chimneys** – commercial, residential, industrial and agricultural
- d) **Outdoor areas** – agricultural, grass, brush and trash bins

These services shall be performed utilizing SCBA, PPE, apparatus and a wide array of hand tools and other technical equipment by personnel trained to the required NFPA Standards for Fire Services and will include forcible entry, ventilation, exposure protection, salvage and overhaul.

1.1 Interior Suppression & Rescue

- a) Performed only when staffing and building integrity permit entry;
- b) Performed with fire suppression support;
- c) Performed as water supply permits;
- d) Implemented to rescue trapped persons.

1.2 Offensive Operations (interior fire suppression)

- a) Performed only when staffing, water supply and building integrity permit entry;
- b) Implemented to prevent further dollar loss.

1.3 Defensive Operations

- a) Performed when there is insufficient staffing and/or structural instability;
- b) Performed as water supply permits;
- c) Implemented to reduce loss to surrounding areas.

1.1. Factors Affecting Effectiveness and Response For Fire Suppression Operations

1.1.1 Areas without Municipal Water Supply

- a) ninety (90) percent of BFR response area does not have municipal water supply
- b) Municipal water supply in some locations does not have adequate flow volumes to supply Fire Department pumping apparatus
- c) In areas without Municipal water supply the Fire Department will respond with water tankers.
- d) This service does not meet Superior Tanker Shuttle accreditation.

1.1.2 Rural Firefighting Operations

- a) Areas outside of the Village of Alvinston;
- b) May or may not have municipal water supply;
- c) Increased response times due to travel distance, road and weather conditions;
- d) Fire suppression operations will be determined by accessibility, staffing, structural integrity and water supply.

2. Other Emergency Responses

The Fire Department will respond as requested when dispatched and to aid with the OPP or EMS.

2.1 Motor Vehicle Accidents

- a) Response as a tiered agency;
- b) Traffic control in absence of OPP as needed;
- c) Patient care in accordance with current BFR requirements
- d) Scene stabilization;
- e) Spill/debris cleanup.

2.2 Vehicle Extrication

- a) Response as a tiered agency;
- b) Gain access to patients trapped in vehicles, for removal by EMS or other agencies;
- c) Using hand tools, heavy hydraulics and air bags as required;
- d) Personnel trained to NFPA 1001 Standard for Fire fighter Professional Qualifications.

2.3 Remote Extrication

- a) To assist police and/or EMS in the search/extrication of patients from remote locations;
- b) Typical patients include hikers, bikers, skiers, horseback riders, snowshoeing, climbers;
- c) Respond with ATV and/or RTV and trailer mounted stretcher if available;
- d) Respond on foot where ATV/RTV access is not possible;
- e) Limited by terrain and weather conditions;

2.4 Farm Accidents

- a) Responding to remote areas, roll overs, entanglements;
- b) Using hand tools, heavy hydraulics, air bags as required;
- c) Personnel trained to NFPA 1001 Standard for Fire fighter Professional Qualifications.

2.5 Industrial Accidents

- a) Responding to entanglements, confined space, electrical hazards, chemical hazards;
- b) Using hand tools, heavy hydraulics, air bags as required;
- c) Personnel trained to NFPA 1001 Standard for Fire fighter Professional Qualifications.

2.6 Rope Rescue - Low Angle (Steep Slope)

- a) Includes the use of ropes, pulley systems, and other relevant specialized equipment used to perform remote extrication, vehicle accidents;
- a) Rescue provided using hand tools, ropes, pulley systems;
- b) Personnel trained to the NFPA 1006 Standard for Technical Rescuer Professional Qualifications and Fire Department Low Angle Rope Rescue Program.

2.10 Water Rescue Surface Water (Shoreline)

- a) Shall be delivered only for search and rescue on the surface;
- b) Does not include salvage or recovery;
- c) Personnel trained to NFPA 1006 Standard for Technical Rescuer Professional Qualifications and Fire Department Surface Water Rescue Program.

3. Services Requiring Outside Agencies

3.1 Building Collapse Rescue

- a) Personnel trained to awareness level only;
- b) Mutual Aid coordinator shall be contacted;
- c) Fire Department shall provide support and assistance to the responding agency.

3.2 Trench Rescue

- a) Personnel trained to awareness level only;
- b) Mutual Aid coordinator shall be contacted;
- c) Fire Department shall provide support and assistance to the responding agency.

3.3 Hazardous Materials (transporting, storage)

- a) Personnel trained to awareness level only;
- b) Shall include all hazardous materials and fire incidents involving propane storage;
- c) Courtright Line transportation corridor;
- d) Agricultural and industrial process;
- e) CANUTEC shall be contacted;
- f) Fire Department shall provide support and assistance to the responding agency.

3.4 Electrical Hazards

- a) Personnel trained to awareness level only;
- b) Includes responses to downed or arcing hydro wires;
- c) Bluewater Power or Hydro One and OPP shall be contacted;
- d) Fire Department shall provide scene security and traffic control as required until the responding agencies arrive.

3.5 Carbon Monoxide

- a) Personnel trained to awareness level only;
- b) Includes responses to residential and commercial carbon monoxide alarms;
- c) As requested by outside agencies (Enbridge Gas);
- d) Using air monitoring detectors determine the presence of carbon monoxide;
- e) Evacuate the areas as required;
- f) Notify outside agencies as required to respond, locate and repair source of carbon monoxide leak.

3.6 Natural Gas Leaks

- a) Personnel trained to awareness level only;
- b) Includes responses to gas line ruptures;
- c) As requested by outside agencies (Enbridge Gas);
- d) Enbridge Gas shall be contacted;
- e) OPP shall be contacted;
- f) The Fire Department may provide scene security and traffic control as required until the responding agencies arrive.

3.7 Confined Space Rescue

- a) Rescue from areas not designed for human occupancy including Grain bins;
- b) Restricted means for entry or exit;
- c) Back up for municipal employees working in these areas including but not limited to cisterns and vaults and municipal water tower (interior only);
- d) Rescue shall be provided using hand tools, ropes, tripod and confined space self-contained breathing equipment;
- e) Personnel trained to NFPA 1006 Standard for Technical Rescuer Professional Qualifications.

3.8 High Angle Rescue

- a) Used to support confined space rescue;
- b) Rescues along the steep slopes, grain bins, and structures;
- c) Rescue provided using hand tools, ropes, pulley systems;
- d) Personnel trained to the NFPA 1006 Standard for Technical Rescuer Professional Qualifications.

4. Fire Prevention and Fire & Life Safety Education

4.1 Inspections

- a) Inspections shall be completed in accordance with the FPPA on complaint or request;
- b) Investigations completed in accordance with the FPPA;
- c) Review and approval of fire safety plans as required by the Ontario Fire Code.

4.2 Enforcement

- a) The Ontario Fire Code shall be enforced in accordance with the FPPA.

4.3 Public Education

- a) Maintain social media accounts with seasonal fire safety messages;
- b) Distribution of fire and life safety information administered in accordance with the FPPA and Fire Department Prevention Policy;
- c) Enhanced education for agricultural industry and rural community;
- d) Enhanced education for school age children
- e) Attendance at Special and Community events;
- f) Design and implementation of public education programs as required by the FPPA;
- g) Fire extinguisher training.

4.4 Smoke / Carbon Monoxide (CO) alarm program

- a) A residential smoke / Carbon Monoxide alarm program shall be on going as required by the FPPA;
- b) Smoke and CO alarms for residential occupancies shall be provided to those in need and in accordance with fire prevention division policies.

4.5 Community Risk Assessment

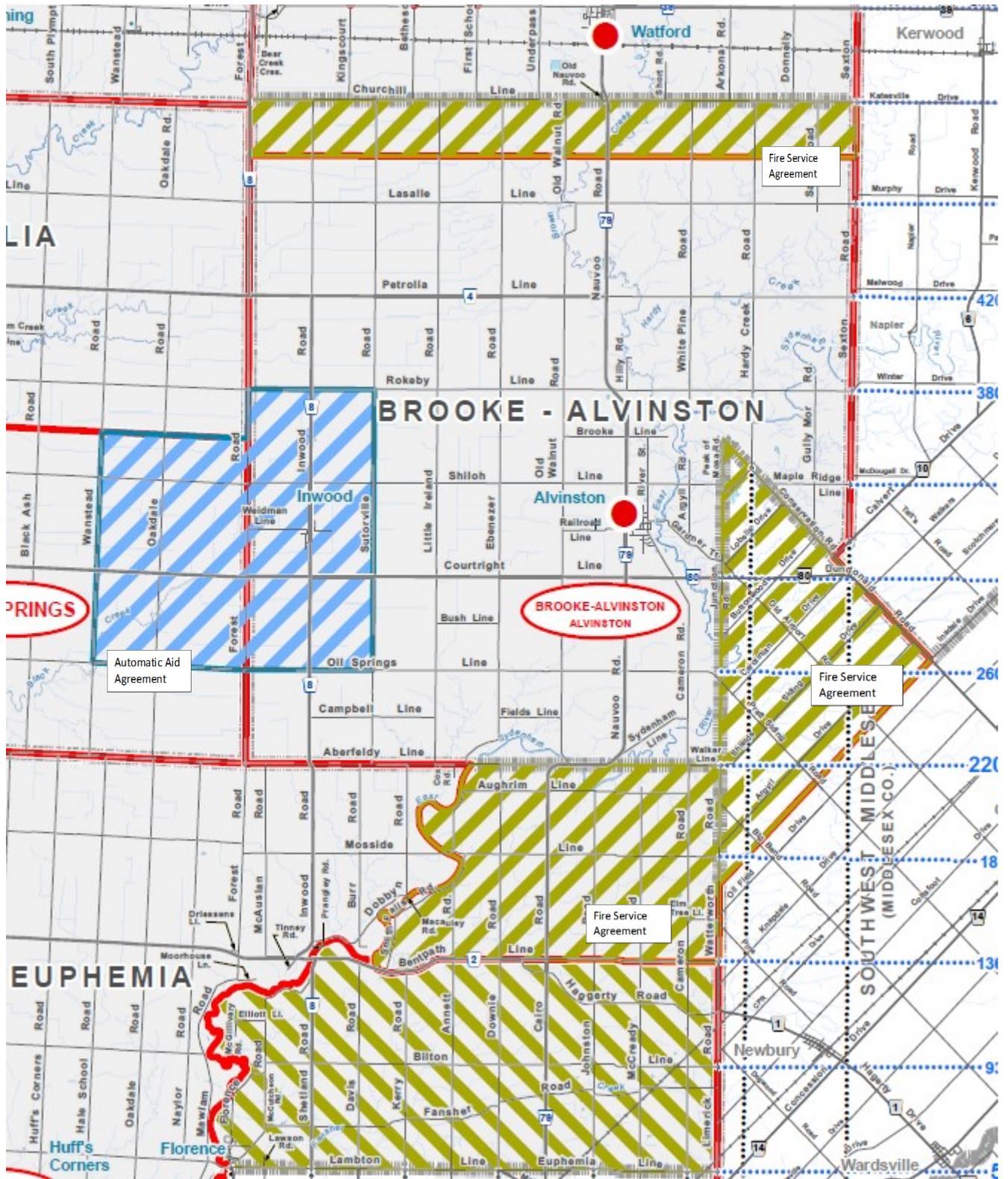
- a) A Community Risk Assessment shall be maintained annually as required by the FPPA;

5. Training

All BFR Training shall comply with the requirements of Ontario regulation 343/22 Firefighter Certification made under the Fire Protection and Prevention Act, 1997;

- a) NFPA 1001 Standard for Fire Fighter Professional;
- b) NFPA 1002 Standard for Fire Apparatus Driver/Operator Professional Qualifications
- c) NFPA 1072 Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications
- d) NFPA 1006 Standard for Technical Rescuer Professional Qualifications;
- e) NFPA 1021 Standard for Fire Officer Professional Qualifications;
- f) NFPA 1041 Standard for Fire Service Instructor Professional Qualifications;
- g) NFPA 1521 Standard for fire Department Safety Officer Professional Qualifications;
- h) Training will be conducted in accordance with the Fire Department training policy and in accordance with Ontario Fire Service certification requirements including Ontario Seal level Standards;
- i) Other related industry training standards and reference materials may be used as reference guides for Fire Department training as approved by the Fire Chief;
- j) All training will comply with the Occupational Health and Safety Act and applicable provincial legislation.

Appendix D– Response Area





Council Staff Report

To: Mayor Ferguson and Council
Subject: Report on Brooke Fire Rescue responses to Alarm calls in 2025
Meeting: Council - 12 Feb 2026
Department: Fire Department
Staff Contact: Steve Knight, Fire Chief

Recommendation:

That the report be received for information.

Background:

At the January 22nd, Council meeting, Councillor Redick requested a breakdown of the seven (7) alarm calls Brooke Fire responded to included in the 2025 annual report, and to identify if there were any opportunities for cost recovery for the service provided from the property owners for false or nuisance alarm calls.

Brooke Fire responded to two (2) types of alarms in 2025,

- 1) from monitored fire protection systems in commercial and residential properties (eg. Damar, A1, ADT) that produces a General Fire Alarm from the systems in place or
- 2) from someone calling 911 on their phone.

General Fire alarms are sent from the monitoring agency directly to fire dispatch and the fire department is then dispatched for a 'General alarm', residential alarms may be from monitored systems as well and by someone calling 911 for a specific situation.

Comments:

Data for 2025 – 7 responses as follows:

Commercial properties – all monitored systems – 'General Fire Alarm' - 4 alarm calls

Lambton County Apartments	1	activated by Contractor work
Brooke Central School	1	activated by faulty equipment
	1	activated by Contractor work
BAICC	1	activated by Contractor work

Note: All alarm system companies were notified by the property management/owners that contractor work was being completed at their location.

Residential properties – both monitored and 911 calls – 3 alarm calls

Dawn-Euphemia	1	monitored system	new system installation issues
Alvinston	1	911 (tenant)	CO alarm malfunction
Inwood	1	911 (tenant)	CO alarm malfunction

A nuisance or false alarm is typically defined as a fire department response to a system that was caused by the carelessness or negligence of any person at a premise, a mechanical failure or improper installation of any warning device or inadvertently activated by any means including internal or external conditions on more than one occasion and usually in close succession.

By the nature and type of the 2025 responses, they do not fit that definition. Municipalities generally implement cost recovery fees to reduce the burden of preventable, non-emergency calls on fire services. There are a variety of Municipalities in Ontario that have implemented policies and fee structures for abuses to the system with the first and/or second response always at no charge. Subsequent responses may result in charges from a set schedule usually after an investigation has determined the alarm is a nuisance and the property is a repeat offender.

Fire services are dispatched with the information provided to them from the dispatch centre, and the dispatchers are only working with the information provided to them. Even though the information provided to the Dispatcher may be incomplete, a full response from emergency services is required because of the potential life and property loss consequences.

There were 2 general alarm calls to the Brooke Central School in 2025 that were a month apart. After the second call there was a discussion with LKDSB staff on BFR being called unnecessarily and it was corrected, up to this point. In previous years there have been residential alarm system malfunctions primarily caused by summer heat conditions and system malfunctions that BFR has responded to. Those systems owners were notified of the issues and they were corrected.

Financial Considerations:

No additional financial considerations at this time.

In 2025 the average number of responders per response varied slightly with each response because of the time of day. The 4 commercial general alarm calls had an average of 6 responders per call due to time of day and that contractors normally work during set daytime hours. The other 3 alarms averaged 8 firefighters per response and included the two 911 calls for CO alarms, both in other than daytime hours.

The average cost per response was between \$300 and \$400 in 2025. Although it has never been required in the past, it is not unreasonable for the municipality to explore fire department cost recoveries should the need arise, specifically in circumstances where there were general alarm dispatches from monitored systems are in short succession to each other and the property owner had been advised of potential costs that may be recovered. Should the municipality create a fee for nuisance alarms, other municipalities have implemented a progressive process where the first alarm is at no charge, the second alarm provides the property owner with formal notification of the nuisance alarm fees that will be applied on the third and any subsequent false alarm responses.

Caution should be made however with people removing alarms that have been a nuisance and a fee associated and thus are without any alarms.

Relationship to Strategic Plan:

In line with the Strategic Plan



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Submission of Grant Applications
Meeting: Council - 12 Feb 2026
Department: Administration
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That staff be directed to make application to the Judith & Norman Alix Foundation for the Alvinston Arena Floor Project.

Background:

The Judith & Norman Alix Foundation are accepting applications for the capital projects across Lambton County.

Comments:

The Alvinston Arena Floor Project is an ideal project application that fits the criteria of this funding platform.

Financial Considerations:

The Municipality has been awarded \$1 million in funding from the Community Sports and Recreation Fund (CSRIF) for the arena floor project. The Municipality took the initiative to fundraise the shared \$1 million to ease the funds being absorbed through taxes for the necessary repairs.

ATTACHMENTS:

[News Release - The Judith & Norman Alix Foundation Now Accepting Funding Applications](#)



Media Release

For Immediate Release | February 3, 2026

The Judith & Norman Alix Foundation Now Accepting Funding Applications

Lambton County, ON – The Judith & Norman Alix Foundation (the Foundation) is once again accepting funding applications for local capital projects that benefit communities across Lambton County.

The deadline to submit funding applications is **4:00 p.m. on Friday, May 1, 2026**, with successful projects to be announced later that month.

“The Foundation was created with a simple purpose – to give back to the community that has given so much to us,” said Joe Alix, President of the Judith & Norman Alix Foundation. “We are proud to support capital projects that strengthen community spaces, improve access, and enhance quality of life for people across Lambton County. We encourage local organizations with meaningful ideas to apply.”

To be eligible for funding, projects must be located within Lambton County. Additional eligibility criteria and application details are available on the Foundation’s website at www.jnaf.ca under *Contribute an Idea*.

Over the past 15 years, the Judith & Norman Alix Foundation has contributed more than **\$8.6 million** to community initiatives throughout the region. Funded projects include renovations to the Cancer Clinic at Bluewater Health; renovations to the residence and resource centre at St. Josephs Hospice; the construction of the Judith & Norman Alix Art Gallery; accessibility upgrades at the Bridgen Fairgrounds; a pavilion at the Moore Museum; renovations at Scouts Canada’s Camp Attawandaron; construction of a storage barn and the Children’s Animal Farm in Sarnia, and lighting and resurfacing of the Brooke Alvinston Inwood Community Centre outdoor multi-purpose sports courts.

The Foundation works closely with municipal and community leaders to identify capital projects where its support can make a meaningful and lasting impact. Ultimately, the Foundation funds initiatives that share a common goal: to improve the community at large and enhance the quality of life for residents of Lambton County.

Media Contact:

Adam Alix

Judith & Norman Alix Foundation

519-466-1850

adam@jnaf.ca

-END-



Council Staff Report

To: Mayor Ferguson and Council
Subject: 2026 Municipal Election Update
Meeting: Council - 12 Feb 2026
Department: Clerks
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That the 2026 Municipal Election Update be received and filed

Background:

The Municipal Election will be held on October 26, 2026. The Municipality will be using an internet voting format to conduct this election. This report is being drafted to provide an update on the municipal election.

Comments:

- The Municipality entered into an agreement with Simply Voting who will be the service provider in the 2026 municipal election. Datafix will compliment Simply Voting with voters list management
- The voting period is anticipated to be a 10 day period commencing October 16th
- Being a new voting method, we plan to have video's and tutorials on the website to offer assistance (approximately in June)
- The municipal office will be available to offer support through this period during business hours
- The libraries in Inwood and Alvinston will plan to extend hours to be available up until the close of the voting period and will dedicate one computer for voters usage only in each library on election day
- Individuals may confirm, update or add their information to the municipal and provincial voters lists online at registertovoteon.ca
- Nomination period begins May 1, 2026 and ends August 21, 2026 where papers can be filed between 9 am and 2 pm

Financial Considerations:

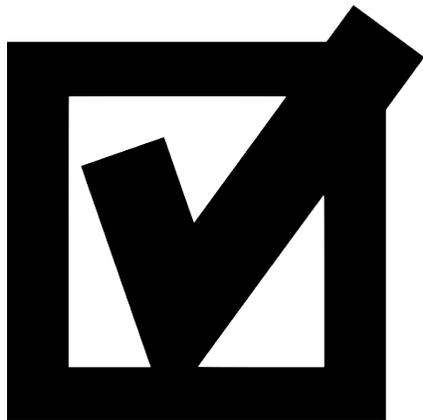
None associated with this report.

ATTACHMENTS:

[Register to Vote Poster](#)

**The Brooke-Alvinston Municipal
Election is:**

October 26, 2026



Are you on the Voters List?

RegisterToVoteON.ca

or call

1-866-242-3025



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Christmas Street Light Decorations
Meeting: Council - 12 Feb 2026
Department: Administration
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That 12 decorative lights for lampposts be purchased and staff be directed to find appropriate sponsors or funds accordingly; and that the 12 lights be dedicated to 8 - River Street and 4 to Inwood Road.

Background:

At the January 22, 2025 Council meeting, it was approved that sponsorships be sought, similar to the flower basket program. The rate was \$110 / lamp post.

Comments:

Research has started on potential displays and the most reasonable, Canadian retailer is Classic Displays. The "Advantage" lights are the most cost effective and are roughly \$725 including hardware. If purchased prior to March 1, the discount (provided in the quote) will be honoured.

Financial Considerations:

The lights are not part of the 2026 budget. It is proposed that 12 lights be purchased with hopes of raising the allocated funds (\$8,700) either in named lights or general donation. The sponsored rate should be adjusted to \$725 / light.

ATTACHMENTS:

[Light Up Our Community this Christmas](#)

Light Up Our Community this Christmas!



Help Bring New Christmas Street Lights to Our Town

This holiday season, we're working together to brighten our streets with beautiful new municipal Christmas lights — and **you can be part of the magic**. Whether you want to make a general contribution or sponsor a street light of your own, every donation helps create a warm, festive atmosphere for residents and visitors alike.

Two Ways to Support the Project

1. Community Contribution

Chip in any amount to help the municipality purchase new Christmas street lights. Every dollar brings us closer to lighting up our streets with holiday cheer.

2. Sponsor a Street Light

Make a lasting impact by sponsoring an individual Christmas street light. Sponsorship includes:

- Recognition on the municipal website (family name, business name, or in-honour-of message)
- A direct role in brightening our town for years to come

Why Your Support Matters

- Enhances community spirit
- Creates a welcoming holiday atmosphere
- Supports local events and tourism
- Builds a tradition we can all be proud of

How to Contribute

Contact: **Greg Thornicroft, Parks & Recreation Manager**

Phone: **519-898-2150**

Email: gthornicroft@brookealvinston.com

Donations and sponsorships are accepted until **July 1, 2026**
Tax receipts for donations will be provided

**Let's make this Christmas shine
brighter than ever!**

**THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON
BY-LAW NUMBER 11 OF 2026**

BEING A RATING BY-LAW FOR MUNICIPAL DRAIN MAINTENANCE

WHEREAS maintenance work has been undertaken on various municipal drains in the Municipality of Brooke-Alvinston in 2025

AND WHEREAS the cost of the work is to be assessed to property owners based on the appropriate drainage report;

NOW THEREFORE, the Council of the Corporation of the Municipality of Brooke-Alvinston enacts as follows:

(a) That the appropriate schedules of assessment be used to assess and collect the maintenance costs for the:

- | | |
|---------------------------------|--------------------------|
| 12th Concession Extension Drain | Logan Drain Branch 3 |
| Benner Duffy Drain | Logan Drain - Main Drain |
| Cameron Drain | Moore Drain |
| Carpenter Drain | Morley Drain |
| Crang Drain | Munro Drain |
| Davidson Drain North | Moffatt Lucas Branch |
| Dean Drain # 1 | Moffatt Lucas Drain |
| Elliot Tait Drain | Perry Drain |
| Foster Drain | Pray Drain |
| Getty Drain | Ruth Drain |
| Gilliland Drain | Watson Drain Branch |
| Hair Drain | Watson Drain |
| Hazen Drain | Weidman Drain South |
| Kennedy Drain | |

(b) That the assessed costs for these drains be added to the interim tax bills and collected as taxes; and

(c) That this by-law comes into full force and effect upon third reading.

By-law read a first, second and third time and finally passed this 12th day of February, 2025.

David Ferguson, Mayor

Janet Denkers, Clerk-Administrator